

## RESERVABLE FACILITIES

### SOUTHERN PINES EVENT ROOM FACILITIES <sup>(3) (4)</sup>

<b>Douglass Community Center</b>	1185 W Pennsylvania Ave	Approx. 95 people/Kitchen
<b>Train House</b> (in Campbell Park)	482-A E Connecticut Ave	Approx. 75 people
<b>Train Station</b> (center room)	235 NW Broad Street	Approx. 30 people

### SOUTHERN PINES PARKS & OUTDOOR ATHLETIC COURTS <sup>(1) (3) (4)</sup>

<b>Campbell House Playground</b>	450 E New Hampshire Ave	Basketball / Greenspace
<b>Downtown Park</b>	145 SE Broad Street	Shelter / Greenspace / Tennis
<b>Elizabeth High Rounds Park</b>	570 Pee Dee Road	Shelter / Greenspace
<b>Memorial Park</b>	210 Memorial Park Ct	
	Shelter / Grills / Basketball / Horseshoes / Pickle Ball / Shuffleboard / Tennis / Sand Volley Ball	
<b>Pool Park</b>	730 S Henley St	
	Shelter / Grill / Greenspace-General Athletic Field / Stage / Basketball	
<b>Reservoir Park</b>	300 Reservoir Park Road	Shelters /Grills / Disc Golf
<b>Sandhurst Park</b>	134 Barcroft Court	Shelter / Grill / Greenspace

### SOUTHERN PINES ATHLETIC FACILITIES <sup>(2) (3) (4)</sup>

#### Morganton Road Sports Complex

A) Armory Field	604 W Morganton Rd	Softball
B) Optimist Field	105 Fire Lane	Baseball
<b>Soccer Complex</b>	190 Fire Lane	Soccer
C) King Field	D) Pinehurst Field	
E) First Bank Field	F) Coach John Williams Field	

**Greenway Trails** See Greenway Trail Map

**SP Recreation Center** 160 Memorial Park Court Basketball Gyms

### IMPORTANT RENTAL INFORMATION (Fees list and information on other side)

- (1) Park Picnic Shelters, Greenspaces and Outdoor Courts are open and FREE to the public first come, first serve; dawn to dusk 365 days a year unless a person or organization reserves a date and time with a Facility Use Permit processed and approved. Complete application and pay fee at the main Recreation & Parks Office.
  - (2) Reservation of Athletic Fields or Gyms - requires pre-approval from Southern Pines Recreation & Park's Athletic Coordinator or Director. Call for availability.
  - (3) **Alcohol, tobacco and nicotine delivery products are not allowed** on ANY Town Property except for some Special Events sponsored by the town.
  - (4) Open flames are not permitted in any facilities (except in Town grills).
- For additional conditions of rental for facilities contact the appropriate office.



# Facility RENTALS

## Reserve for your event

The Town of Southern Pines offers various facilities to be rented/reserved for private citizens, businesses and organizations to hold non-profit events such as birthday parties, family reunions, weddings, showers, retirement and holiday celebrations, meetings, picnics and more.

Athletic fields, athletic courts, hiking trails and outdoor greenspaces are also reservable.

Charitable/Non-Profit organizations (501-3C) can use town facilities to raise funds; but must meet specific requirements—please speak to the Recreation & Parks Director for more information.

For Profit activities cannot be held on Town Property except at certain approved town sponsored events such as Autumnfest or Springfest.

See more details inside this flyer and call the appropriate Recreation & Parks office to check for availability.

## RENTAL RATES / HOW TO RENT

### BUILDING FACILITY RENTAL FEES:

Use Permit Application and a **deposit** of \$20 r / \$40 nr will reserve the space, with the balance to be paid the last business day before the rental when the renter picks up the key. Key is returned the first business day following the rental.

#### Douglass Community Center and the Train House

Monday - Thursday \$ 35 r / \$ 70 nr for first 3 hours  
Friday – Sunday \$ 50 r / \$100 nr for first 3 hours  
\$ 10 r / \$ 20 nr per additional hour (s)

#### Train Station

Monday - Thursday \$ 45 r / \$ 90 nr for first 3 hours  
Friday – Sunday \$ 50 r / \$100 nr for first 3 hours  
\$ 10 r / \$ 20 nr per additional hour (s)

**REFUND POLICY:** The deposit is not refundable or transferable. Only the renter can cancel a reservation or request a refund. Refund requests for any refundable portion of fees paid must be received in writing at least 5 full business days before the rental. The renter can request the full amount as a credit good for 1 year; or a refund via check less a \$5 administration fee. Refunds totaling \$10 or less will be issued as a credit only.

### OTHER FACILITY RENTAL FEES:

Use Permit Application and **fee paid IN FULL is due at the time of reservation.**

#### Athletic Fields

\$ 10 r / \$ 20 nr per game or hour—No Lights  
\$ 20 r / \$ 40 nr per game or hour—including Field Lights (if available)

#### Athletic Courts

\$ 10 r / \$ 20 nr per hour

#### Greenway Trails

\$ 10 r / \$ 20 nr per hour

#### Park Green Spaces

\$ 10 r / \$ 20 nr per hour

#### Picnic Shelters

\$ 25 r / \$ 50 nr for first 3 hours \$ 10 r / \$ 20 nr for each additional hr.

#### Covered Stage

\$ 35 r / \$ 70 nr for first 3 hours \$ 10 r / \$ 20 nr for each additional hr.

#### Covered Stage w/ Electricity

\$ 50 r / \$100 nr for first 3 hours \$ 10 r / \$ 20 nr for each additional hr.

**REFUND POLICY:** For these rentals **50% of the fee is not refundable or transferable.** 50% of the fee is refundable if the Recreation office receives a cancellation request from the renter in writing at least 5 full business days before the rental. The renter can request the refundable portion as a credit good for 1 year; or a refund via check less a \$5 administration fee. Refunds totaling \$10 or less will be issued as a credit only.

### RECREATION CENTER RENTALS FEES:

Requires pre-approval from Southern Pines Recreation and Park's Athletic Coordinator or Director. Use Permit Application and **deposit of one-half of the total fee** per rental date will reserve the space, with the balance to be paid the last business day before the rental.

#### Large Gym

\$ 85 r / \$170 nr per hour (includes gym supervisor)

#### Youth Gym

\$ 60 r / \$170 nr per hour (includes gym supervisor)

**REFUND POLICY:** The deposit is not refundable or transferable. 50% of the fee is refundable if the Recreation office receives a cancellation request from the renter in writing at least 5 full business days before the rental. The renter can request any refundable portion as a credit good for 1 year; or a refund via check less a \$5 administration fee. Refunds totaling \$10 or less will be issued as a credit only.

### HOW TO RENT / RESERVE A FACILITY:

- Renters must be at least 21 and must have photo ID with their Southern Pines resident address to receive the resident rate (Or photo ID with a lease agreement; property tax statement; power bill, etc.)
- Renters must complete a Use Permit Application (available at our offices) and pay required rental fee at:
  - **Douglass Community Center:** Reserve at 1185 W Pennsylvania Ave., Southern Pines **910-692-7376**
  - **All Other Facilities:** Reserve at the Recreation & Parks Office, 482 E Connecticut Ave. **910-692-2463**
- Rental reservations (Use Permit Applications) must be started by 4:30 pm
- Recreation & Parks offices are open Monday - Friday, 8:30 am to 5:00 pm.
- **FEES/RATES:** A resident (r) of Southern Pines is a person, whose permanent, primary home is in the town limits of Southern Pines or who owns property within the town limits of Southern Pines on which the person pays property taxes to the Town. Residents of the Town of Southern Pines receive a discounted rate.
- **Non-residents (nr) rates are double resident rates.** Non-resident memberships do not apply to rentals.
- Other rules apply; for additional conditions of rental for facilities, contact the appropriate office.