



The Rocky Mount Senior Center has various rooms available for rent to the public. These are ideal for small business/club meetings, family reunions, wedding receptions, birthday parties, baptisms, and pool parties.

Rooms available include our gymnasium, multipurpose room with kitchen, classrooms (2), and our pool. Rental rates are **by the hour** and **must be paid in-full at time of rental**. Rentals are subject to availability.

Please contact us by phone at **252-972-1561** or email at **alex.langley@rockymountnc.gov** to obtain more information or check availability.

Fees and charges are as follows:

Classrooms

City Resident/Non-Profit - \$50.00 per hour (50 people or less)
Non-city resident - \$75.00 per hour (50 people or less)
Additional staffing fee of \$12.00/hr applied for each additional 50 people.

Multipurpose Room with kitchen and card room

City Resident/Non-Profit - \$70.00 per hour (50 people or less)
Non-city resident - \$105.00 per hour (50 people or less)
Additional staffing fee of \$12.00/hr applied for each additional 50 people.

Gymnasium

City Resident/Non-profit - 70.00 per hour (50 people or less)
Non-city resident - \$105.00 per hour (50 people or less)
Additional staffing fee of \$12.00/hr applied for each additional 50 people.

Pool

City Resident/Non-profit/Non-city resident - \$250.00 first two hours/\$75.00 for each additional hour. Supervisor Fee - included in listed price

RENTAL POLICY:

1. You must make your reservation in person with a completed application. **All fees must be paid at the time of booking. No reservation is made without full payment.** You will also sign your contract at this time.
2. Acceptable forms of payment are cash, check, credit card, or money order. Checks should be made out to **City of Rocky Mount**.
3. Any changes to a reservation MUST be made at least two (2) weeks before the scheduled event. Changes after this time will not be accepted.
4. **Refunds:** 100% refund if the RMSC cancels the event reservation. 85% refund if the customer cancels the event reservation at least 2 weeks prior to the event date. NO refund if event reservation is canceled less that 2 weeks prior to the event date.
5. If the renter wishes to serve alcoholic beverages, permission must be obtained from the Rocky Mount City Council. A written request must be submitted to the City Manager's Office at least four weeks in advance of the event. The hiring of an off duty law enforcement officer will be required.

**City of Rocky Mount
Parks and Recreation**



**Rocky Mount Senior Center
Facility Reservation/Rental Application**

Date of Application: _____ Applicant's Name: _____

Phone #: _____ Fax #: _____ Email: _____

Mailing Address: _____

City _____ State _____ Zip _____

Description of the event:

Space Requested (see reverse for options): _____

Requested Date of Use: _____ # Expected Participants: _____

Requested Hours of Use (time includes set up, break down, and clean up):

Set-up Time: from _____ to _____ **Event Time:** from _____ to _____

Break-down/Clean-up Time: from _____ to _____ **TOTAL HOURS:** _____

Description of Set-up for the Event (including number of tables, chairs, and/or other equipment needs (Senior Center tables seat 6 each)

Number of Tables _____ Number of Chairs _____

Equipment Needed _____

Will food be served? ___Yes ___No Alcohol? (requires City Council approval): _____

Contact name and number for equipment rental company (if applicable):

Caterer and contact information:

Note: Please leave the facility clean and in as good of condition as prior to the rental. Any spilled liquids should be cleaned up and trash taken to the dumpster. Person/organization renting facility is responsible for chair, table and equipment set-up and break-down. The Senior Center will provide trash bags, broom, dust pan, and mop.

Senior Center Facilities Approval by: _____ **Date:** _____

Please return to Senior Center staff member.
Facility Reservation Coordinator will contact you within 3 business days.