

# Frequently Asked Questions

## How do I rent a room in the building?

Check with the Lake Lynn Community Center Staff to see if the date/time is available. If available the renter must completely fill out the rental forms and make the full payment including damage deposit, application fee, and rental costs. The rental must then be entered into the system by the Center Director or the Center Assistant Director before it is confirmed.

## How late may I rent the space?

The facility may be rented as early as 7am and as late as 11pm; however, the rental group must pay the \$20 hourly supervisory fee for any rentals outside of the community center's normal operating hours.

## When can I start setting up?

Both set up and break down time must be included in your rental time. You will be able to access the space at the start of your reserved rental time.

## Who is responsible for cleaning?

The renter is responsible for cleaning up the space prior to the end of the rental time. This includes, but is not limited to, putting away tables and chairs, sweeping, and taking out the trash.

## Can I put decorations in the room?

All decorations must be free standing. No decorations should be taped to the walls. The renter is responsible for any damage caused by decorations.

# Frequently Asked Questions Continued

## Are tables and chairs available?

Tables and chairs may be used by rental groups based on availability. We have 6' rectangular tables and chairs. Please request the number of tables and chairs needed at time of reservation. The renter is responsible for setting up and breaking down the tables and chairs.

## Can I have an inflatable?

Inflatables are allowed at specific parks; however the inflatable vendor must have a permit and be an approved inflatable vendor with Raleigh Parks, Recreation, and Cultural Resources Department. Please check with staff reserving the facility regarding specific rules about inflatables.

## Can I have a dance party or teen party?

There are specific guidelines related to a dance or teen party. Please speak with the staff regarding this information.

## Payment Options

Check, Cash (*exact change only*), money order, or Credit Card (*VISA, Master Card, American Express*)

## Lake Lynn Community Center Operating Hours

Monday - Friday	7am-9pm
Saturday	9am-3pm
Sunday	1pm-6pm



# Lake Lynn Community Center Rental Information



7921 Ray Road  
Raleigh, NC 27613

Phone: 919-870-2911

Fax: 919-996-1737

Website: [parks.raleighnc.gov](http://parks.raleighnc.gov)

# Lake Lynn Community Center Rental Rooms and Fees



## Meeting Room

**Rental Rate:** \$70 per hour

**Capacity:** 125

**Square Footage:** 24' x 67'

**Attributes:** Stage, podium, carpet, sink, and projection screen



## Classroom

**Rental Rate:** \$35 per hour

**Capacity:** 25

**Square Footage:** 19' x 19'

**Attributes:** Dry erase board, tile floor, television and sink



## Gymnasium (2 Full Courts)

**Rental Rate:** \$80 per hour/court

**Capacity:** Up to 299

**Attributes:** Air conditioned, sports floor, adjustable hoops



## Dance Studio

**Rental Rate:** \$35 per hour

**Capacity:** 49

**Square Footage:** 20' x 38'

**Attributes:** Wall mirrors, and rubber floor



## Warming Kitchen

**Rental Rate:** \$20 per hour

**Attributes:** Window with shutter connects kitchen to meeting room. Microwave, oven, stove range, double sink, and refrigerator.

- Square footage is approximate.
- Room capacity is dependent on room usage and may be different than what is listed.
- All room rentals require a 2 hour minimum.

Ask about other Lake Lynn Park amenities including a trail, lake, picnic shelter, playground, tennis courts, baseball field, batting cage and bocce ball courts.

## Additional Fees

### **Application Fee - \$15 flat fee**

This non-refundable fee is required for all room rentals. This is due when application is handed in.

### **Security/Damage Deposit - \$100 flat fee**

This fee is required for all room rentals. The money may be returned at the completion of the rental, minus any overages or damage fees that may be assessed. If the deposit is paid by credit card, it will take approximately 6-10 business days to be returned. If paid by any other method, it will take approximately 4-6 business weeks.

### **Supervisory Fee - \$20 per hour**

In addition to the fees listed above, a supervisory fee is required for all rentals that take place outside of the center's normal operating hours (listed on the back).