

Meeting Room A

HERBERT C. YOUNG
COMMUNITY CENTER

101 WILKINSON AVENUE
CARY, NORTH CAROLINA

(919) 460-4965

Hours of Operation:

Monday-Friday
9 a.m. to 10 p.m.

Saturday
9 a.m. to 6 p.m.

Sunday
1 p.m. to 6 p.m.

The community center is closed on Sundays from April through October. Rentals are permitted during that period. Outside operating hour policy applies.



Meeting Room A

❖ Description:

3,000 ft² meeting room with a carpeted floor and plenty of windows allowing natural lighting for daytime rentals. Bright fluorescent lighting for night rentals.

❖ Capacity:

Meeting Room A allows for 200 people banquet style for your sit-down dinner meetings. For meetings not requiring tables, the room can seat 250 theatre style.

❖ Features:

- Rectangular Tables
- Chairs
- Round Tables
- Catering Kitchen Available to Rent at \$29/hour

❖ Decorations:

Freestanding decorations are permitted for your event, but please no decorations taped or attached to the walls, doors, or ceiling.

Rental Rates

Cary Resident	Non Resident
\$84/hour Minimum 2 hours	\$126/hour Minimum 2 hours

Damage Deposit Payable at Time of Reservation:
25% of total rental, minimum charge is \$100.

With permitted beer and wine service, minimum damage deposit charge is \$300.

Rentals beyond normal operating hours: \$25/hour additional fee will apply.
Rentals on Town of Cary designated holiday: an extra additional fee of \$25/hour will apply.

Rentals booked within 30 days are subject to a 20% additional charge.

Kitchen rental may begin at any time however, must end at the time the rental ends.

Meeting Room B



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Meeting Room B

❖ Description:

2,000 ft² meeting room with a vinyl floor and plenty of windows allowing natural lighting for daytime rentals. Bright fluorescent lighting for nighttime rentals.

❖ Capacity:

Meeting Room B allows for 85 people banquet style for your sit-down dinner meetings. For meetings not requiring tables, the room can seat 175 theatre style.

❖ Features:

- Rectangular Tables
- Chairs
- Catering Kitchen available to rent at \$29/hour

❖ Decorations:

Freestanding decorations are permitted for your event, but please no decorations taped or attached to the walls, doors, or ceiling.

Rental Rates

Cary Resident	Non Resident
\$54/hour	\$81/hour
Minimum 2 hours	Minimum 2 hours

Damage Deposit Payable at Time of Reservation: 25% of total rental, minimum charge is \$100.

With permitted beer and wine service, minimum damage deposit charge is \$300.

Rentals beyond normal operating hours: \$25/hour additional fee will apply.
Rentals on Town of Cary designated holiday: \$25/hour extra additional fee will apply.

Rentals booked within 30 days are subject to a 20% additional charge.

Kitchen rental may begin at any time however, must end at the time the rental ends.

Gymnasium Coach Kay Yow Court

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Coach Kay Yow Court

❖ Description:

9,600 ft² flat space with floor cover for your special event. Great space for those special events and large gatherings.

❖ Capacity:

The gymnasium's expansive space allows for 500 people banquet style for your sit-down dinner events. For events not requiring tables, the room can seat 600 theatre style.

❖ Features for banquet event available at a minimal cost:

- Rectangular Tables (\$2 each)
- Chairs (\$20/100 chairs)
- Floor Cover-Carpeting (\$300)
- Stage (\$100)
- Wood Dance Floor (\$525)
- 40' Pipe and Drape (\$300)

❖ Features for athletic activity available at a minimal cost:

- Volleyball Net (\$25)
- Gym Scoreboard & Operator (\$15/hour | 2 hour minimum)

❖ Decorations:

Freestanding decorations are permitted for your event, but please no decorations taped or attached to the walls, doors, or ceiling.

Rates per Hour	
Cary Resident	Non Resident
Banquet Hall	
\$125	\$188
Minimum 5 hours	Minimum 5 hours
Sport Activity	
\$64	\$96
Minimum 5 hours	Minimum 5 hours
Damage Deposit Payable at Time of Reservation: 25% of total rental, minimum charge is \$100.	
With permitted beer and wine service, minimum damage deposit charge is \$300.	
Rentals beyond normal operating hours: \$25/hour additional fee will apply.	
Rentals beyond normal operating hours: \$25/hour additional fee will apply. Rentals on Town of Cary designated holiday: \$25/hour extra additional fee will apply.	
Rentals booked within 30 days are subject to a 20 additional charge.	

Renting the Facility

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- ❖ Cary residents may reserve the center 6 months in advance for Friday through Sunday rentals and non-residents may reserve the center 5 months in advance for Friday through Sunday rentals and facility may be rented until 1am for Rooms A and B and 12am for the gym.
- ❖ Cary residents may reserve the center 3 months in advance for Monday through Thursday rentals and non-residents may reserve the center 2 months in advance for Monday through Thursday rentals, and facility may be rented until 10pm.
- ❖ Applications are accepted Monday-Friday 10am-5pm at the Community Center, or by calling (919) 460-4965.
- ❖ All room rentals require a 2 hour minimum booking. Gym rental for banquet type events require a 5 hour minimum.

Rental Policies

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❖ Beer & Wine Policy

Renters must submit an "Application for Service of Beer and Wine" which must be approved by facility staff, and pay all applicable fees as outlined. The application fee is \$50.

Possession and consumption of beer and wine in connection with facility rentals by rental users must be limited to the room or rooms that have been rented by that user. Rental users shall comply with all regulations of the NC Alcohol Beverage Control Commission.

The renter is required to provide proof of host liquor liability insurance coverage. Individual citizens need to obtain a special events one day liability policy in the amount of \$1 million in general liability and \$1 million in liquor liability. Businesses renting can provide a copy of standard business liability coverage. In the case of a caterer providing this insurance coverage, the caterer must also provide general liability coverage naming the Town of Cary as additional insured. Additional off duty police security may be required at the rental user's expense. Such need will be at the discretion of the Facility Supervisor.

❖ Cancellation Policy

The department reserves the right to make cancellations at any time. Cancellations will be issued as far in advance as possible. All reservations/damage deposits and usage fees will be returned in full if the Department initiates cancellation.

Cancellation may be initiated by the party making reservations up to thirty (30) days prior to scheduled use without liability. All cancellation notices must be submitted in writing to facility supervisor. Cancellation made within 30 days of the scheduled use will result in forfeiture of reservation/damage deposit.

No cancellations will be accepted within five (5) working days of scheduled usage. Party making a cancellation within 5 working days of usage will be liable for payment of rental fees and other charges in full.

❖ Important Information

The facility will be available to you only during the hours that you specify on the application for use. Please make sure that you allow time before and after your event for set-up and clean up. If you are using a caterer, you are encouraged to consult with them to ensure that you give them enough time and you are encouraged to rent the kitchen for catering. Please be aware that you will be charged for any additional time that your group used the facility. Any rentals or rental amendment outside operating hours must be scheduled no less than 10 working days (Monday-Friday) prior to rental date.