

# SPECIAL PLACES AND UNIQUE SPACES

From birthday parties to weddings to family reunions to meetings, you will find our community centers to accommodate all of your special gatherings. Our centers provide unique reservation spaces to enhance your memorable events.

Please review the policies for use of our facilities. We suggest that you personally tour the facility prior to making a reservation. We look forward to hosting your next event at one of our community centers in the Town of Cary.

## RESERVATION INFORMATION

- Any reservations or amendments outside the normal operating hours must be scheduled no less than thirty (30) days prior to the reservation date. Reservations booked within 30 days are approved at the discretion of the facility supervisor and are subject to a 20% additional charge.
- The facility is available ONLY during the hours that are specified on the reservation contract. The time requested includes set-up and clean up. Reservation holder will be charged for any additional time the facility is used beyond the reservation agreement.
- Additional charges will be applied to reservations booked outside operating hours (\$25/hr) or booked on Town-recognized holidays (\$50/hr).
- All guests should remain within the reserved area for the duration of your reserved time. Please limit time in the common areas.
- Reservation holder should ensure enough time for set-up and clean-up. Reservation holder will be charged if the caterer uses the facility before or after the reserved time.
- Reservation holder is responsible for the behavior of guests. Children must be supervised by adults in all areas of the facility.
- Only freestanding decorations are allowed. No decorations may be taped or attached to the walls, doors, floor or ceiling.
- Candles are prohibited.
- Confetti and glitter may not be used in the reserved space or on the grounds.
- Weapons (of all kinds) are prohibited.
- This is a non-smoking facility. Smoking is only allowed 50-feet from the front entrance.

- Reservations where the majority of guests are under age 18 may be required to complete supplemental forms prior to the rental. This form requires chaperone contact information.
- Reservation holders requesting to serve alcoholic beverages must complete the Application to Serve Beer and Wine prior to the rental. The application will be reviewed by Facility Supervisor. Rentals will be charged a \$50 application fee. Event Insurance is required as well as off duty police officers with banquet reservations in the gym.
- All trash must be removed from the reserved space upon completion of use. Trash must be placed in the dumpster outside facility.
- Reservation holder will be charged, if extra cleaning is required following the rental. Please ask the facility attendant if you have questions.

## CANCELLATIONS

The Centers reserve the right to make cancellations at any time. Cancellation notices will be issued as far in advance as possible and all fees will be returned. Cancellations may be initiated by the party up to thirty (30) days prior to scheduled use without liability. All cancellations must be submitted in writing to the facility supervisor. Cancellations made within thirty (30) days of the scheduled use will result in forfeiture of the reservation deposit. Changing date within 30 days of reserved date is considered a cancellation. No cancellations will be accepted within five (5) working days of scheduled usage and will be liable for payment of rental fees and other charges in full (less the reservation deposit).

LOOK INSIDE! Everything you need to know to host your event at our Community Centers!

# COMMUNITY CENTERS RESERVATION GUIDE

## TOWN of CARY PARKS, RECREATION & CULTURAL RESOURCES



150  
Metro Park Dr  
Cary, NC 27513  
(919) 462-3970

**BOND PARK**



101  
Wilkinson Ave  
Cary, NC 27513  
(919) 460-4965

**HERBERT C. YOUNG**



125  
Middle Creek  
Park Ave  
Apex, NC 27539  
(919) 771-1295

**MIDDLE CREEK**

## BUSINESS HOURS

Monday–Friday 9 a.m.-9 p.m.  
Saturday 9 a.m.-6 p.m. | Sunday 1-6 p.m.

[www.townofcary.org/community-centers](http://www.townofcary.org/community-centers)

## BOND PARK



**DOGWOOD ROOM**  
35 at tables  
60 chairs only  
\$40/hour (Resident)  
\$60/hour (Non Resident)



**MAPLE ROOM**  
60 at tables  
99 chairs only  
Kitchenette  
\$60/hour (Resident)  
\$90/hour (Non Resident)



**OAK ROOM**  
60 at tables  
99 chairs only  
Kitchenette  
\$60/hour (Resident)  
\$90/hour (Non Resident)



**GYMS:**  
**MAGNOLIA**  
**SYCAMORE**  
ATHLETIC USE ONLY  
Hardwood Floor  
7,400 ft<sup>2</sup>  
\$70/hour (Resident)  
\$105/hour (Non Resident)

## HERBERT C. YOUNG



**EAGLE ROOM**  
85 at tables  
175 chairs only  
\$60/hour (Resident)  
\$90/hour (Non Resident)



**CARDINAL ROOM**  
200 at tables  
250 chairs only  
\$90/hour (Resident)  
\$135/hour (Non Resident)



**ATHLETIC USE**  
9,600 ft<sup>2</sup>  
\$70/hour (Resident)  
\$105/hour (Non Resident)



**GYM**  
**COACH KAY**  
**YOW COURT**  
BANQUET USE  
9,600 ft<sup>2</sup>  
Capacity 500 at Tables  
\$275/hour (Resident)  
\$413/hour (Non Resident)  
5 hour minimum

## MIDDLE CREEK



**EAST ROOM**  
60 at tables  
130 chairs only  
\$54/hour (Resident)  
\$81/hour (Non Resident)



**WEST ROOM**  
75 at tables  
140 chairs only  
\$54/hour (Resident)  
\$81/hour (Non Resident)



**SOUTH GYM**  
ATHLETIC USE ONLY  
Hardwood Floor  
6,600 ft<sup>2</sup>  
\$64/hour (Resident)  
\$96/hour (Non Resident)

- All available spaces require a two (2) hour minimum reservation and a deposit of \$150.
- Reservations serving beer and wine are a deposit of \$350.
- The Coach Kay Yow Court banquet reservation requires a five (5) hour minimum reservation and a damage deposit of \$350.

## RESERVATION PROCESS

Applications are accepted Monday through Friday 9 a.m.-6 p.m. or by appointment at the facility. Applications are accepted in person or by phone. Some rentals may require walk-in reservations. Two hour minimum for most spaces.. Reservations booked within 30 days are approved at the discretion of the facility supervisor and are subject to a 20% additional charge.

**Equipment Rentals:** volleyball, pickleball, badminton nets: 25/net; Scoreboard and operator: \$15 per hour (min. 2 hours).

**Cary Residents:** Monday through Thursday reservations are accepted from Cary Residents no more than three (3) months in advance. Friday through Sunday rentals are accepted from Cary Residents no more than six (6) months in advance.

**Non-Residents:** Monday through Thursday reservations are accepted from Non-Residents no more than two (2) months in advance. Friday through Sunday rentals are accepted from Non-Residents no more than five (5) months in advance.

**Reservation/Damage Deposit:** The reservation deposit is due at time of reservation. The reservation deposit varies per space reserved. The deposit will be returned upon completion of the rental, less any damages or other additional costs incurred. No reservation will be accepted without a reservation/damage deposit made payable to the Town of Cary.

**Outside Operating Hours:** Additional charges will be applied to reservations booked outside operating hours (\$25/hour) or on Town-recognized holidays (\$50/hr).

Looking for a large event space? Try the gymnasium at Herbert C. Young Community Center.