

# Facility Rentals

The SPRD and SRAC have multiple meeting rooms and recreational areas for rent.  
You do not have to be a SRAC member to rent these facilities.

---

## SRAC Facilities

<u>Arts &amp; Crafts Room</u>	<u>Smithfield Resident</u>	<u>Non-Smithfield Resident</u>
-------------------------------	----------------------------	--------------------------------

PER HOUR	\$62.50	\$82.50
----------	---------	---------

*Saturdays and Sundays-Birthday Party times are set-please call for information for rental on these days.*

### Gymnasium

Up to 2 hours	\$250.00	\$330.00
2-4 hours	\$400.00	\$550.00
4 hours – All Day	\$600.00	\$825.00

### ½ Gymnasium

Up to 2 hours	\$125.00	\$220.00
2-4 hours	\$250.00	\$440.00
4 hours – All Day	\$400.00	\$600.00

### Banquet Room

PER Hour	\$80.00	\$100.00
----------	---------	----------

Set up time and clean up time must be factored into rental hours. **Rental fees are due upon reservation.**

\$15 Technician Fee if using big screens with laptops or other electronic devices.

The Banquet Room is set up with 3' x 8' rectangular tables and chairs.

**The Banquet Room can seat 100 people with tables, 125 without tables.**

## Parks and Recreation Facilities

<u>Smithfield Resident</u>	<u>Non-Smithfield Resident</u>
----------------------------	--------------------------------

### Small Shelters (Smith Collins, Gertrude Johnson, CP #4)

PER Hour	\$15.00	\$22.50
1/2 Day (5 hours)	\$50.00	\$90.00
Full Day (8 hours)	\$80.00	\$150.00

**Minimum 2 hour rental. Additional rental fee for each hour over 8 hours= hourly rate.**

### Medium Shelters (CP #5, Town Commons)

PER Hour	\$20.00	\$30.00
1/2 Day (5 hours)	\$80.00	\$120.00
Up to 8 Hours	\$120.00	\$180.00

**Minimum 2 hour rental. Additional rental fee for each hour over 8 hours= hourly rate.**

### Large Shelter (Rotary)

1/2 Shelter-PER Hour	\$20.00	\$30.00
Entire Shelter-PER Hour	\$25.00	\$37.50
1/2 Shelter-5 hours	\$80.00	\$120.00
Entire Shelter-5 hours	\$100.00	\$150.00
1/2 Shelter-8 Hours	\$120.00	\$180.00
Entire Shelter-8 hours	\$150.00	\$225.00

**The entire shelter must be rented if there are more than 50 people.**

**Minimum 2 hour rental. Additional rental fee for each hour over 8 hours= hourly rate.**

**For all ATHLETIC FIELD Rentals and COURT Rentals as well as TOURNAMENT FEES and FIELD PREP FEES, please contact the PARKS and RECREATION Office.**

**Smithfield Resident vs. Non-Resident - Smithfield Residents are defined as residing within the Incorporated City limits of the Town of Smithfield. We will verify residency.**

To rent facilities at the SRAC, call (919) 934-1408 or stop by the front desk for more information.

To rent facilities through Smithfield Parks and Recreation, call (919) 934-2148 or stop by the SPRD office (inside SRAC).

**CANCELLATION/REFUND POLICY:** In the event that the Smithfield Parks & Recreation (SPRD) and/or Smithfield Recreation and Aquatics Center (SRAC) cancels a rental for any reason, including inclement weather, fees are 100% refundable or a credit in the full amount of the fee will be issued for future use. Any renter cancelling their rental must do so in writing. Refunds, if applicable, may take up to 2 weeks.

Cancellations with 14 days or more notice from the rental date can receive one of the following:

- \*A full credit for future rental, program or service, or;
- \*A refund less ½ the rental fee and a \$10 administrative fee, or;
- \*Reschedule rental, program or service (pending availability).

Cancellations less than 14 days from the rental date will not receive a credit or a refund. Medical or hardship cases may be considered on a case-by-case basis and may require additional documentation. Renters may reschedule pending availability.

**Non-use of the rental space does not entitle the participant to a credit/refund/reschedule.**