

CITY OF GREENVILLE
RECREATION AND PARKS DEPARTMENT
FACILITY RENTAL INFORMATION

Greenville Recreation and Parks offer the following types of facilities for rental:

Amphitheater
Swimming Pools
Gymnasiums
Meeting Rooms / Classrooms
Picnic Shelters
Baseball Fields
Soccer Fields
Softball Fields
Tennis Courts
Multi-purpose Fields
In-Line Hockey Rink
Clubhouse
Nature Center

I. USER CLASSIFICATIONS

Depending on the type of event, user groups will be classified as one of three types of rentals, except for picnic shelters. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future rentals. All three rental classifications are subdivided into Resident and Non-Resident fees. A Resident is defined as someone who pays City of Greenville taxes.

A. CLASS I

Any event for which admission is charged or any other type of compensation is realized, including donations. This class does not include non-profit organizations. All Class I rentals must receive administrative approval.

B. CLASS II

Any event where no admission is charged nor any other type of compensation is realized.

C. CLASS III

Any event hosted by an organization which can provide proof of non-profit and federal tax exempt status.

II. RENTAL RATES

(Indoor facility reservations include a City Staff member)

Tournament packages are available

	CLASS I		CLASS II		CLASS III	
	Residents	Non-Residents	Residents	Non-Residents	Residents	Non-Residents
Amphitheater (Town Common) ¹	\$600/day + \$20/hour staff fee	\$900/day + \$20/hour staff fee	\$300/day + \$20/hour staff fee	\$450/day + \$20/hour staff fee	\$100/day + \$20/hour staff fee	\$150/day + \$20/hour staff fee
Barnes Ebron Taft	\$65/hour	\$98/hour	\$35/hour	\$53/hour	\$25/hour	\$38/hour
Bradford Creek Clubhouse	<p>Mon – Thurs, Sun 4 hr block/standard/\$500 4 hr block/VIP/\$400 Each additional hr/\$100</p> <p>Fri – Sat 4 hr block/standard/\$700 4 hr block/VIP/\$600 Each additional hr/\$125 \$100 deposit</p>	<p>Mon – Thurs, Sun 4 hr block/standard/\$500 4 hr block/VIP/\$400 Each additional hr/\$100</p> <p>Fri – Sat 4 hr block/standard/\$700 4 hr block/VIP/\$600 Each additional hr/\$125 \$100 deposit</p>	<p>Mon – Thurs, Sun 4 hr block/standard/\$500 4 hr block/VIP/\$400 Each additional hr/\$100</p> <p>Fri – Sat 4 hr block/standard/\$700 4 hr block/VIP/\$600 Each additional hr/\$125 \$100 deposit</p>	<p>Mon – Thurs, Sun 4 hr block/standard/\$500 4 hr block/VIP/\$400 Each additional hr/\$100</p> <p>Fri – Sat 4 hr block/standard/\$700 4 hr block/VIP/\$600 Each additional hr/\$125 \$100 deposit</p>		
Guy Smith Stadium ²	\$300/day \$35/hour light fee \$30 marking fee	\$450/day \$35/hour light fee \$30 marking fee	\$200/day \$35/hour light fee \$30 marking fee	\$300/day \$35/hour light fee \$30 marking fee	\$100/day \$35/hour light fee \$30 marking fee	\$150/day \$35/hour light fee \$30 marking fee
Gymnasiums / Skate Park/ Roller Hockey Rink	\$100/hour	\$150/hour	\$50/hour	\$75/hour	\$25/hour	\$38/hour
Meeting Rooms	\$60/hour	\$90/hour	\$30/hour	\$45/hour	\$15/hour	\$23/hour
Large Picnic Shelters ³ (March-October)	N/A	N/A	\$30/half day \$60/full day	\$45/half day \$90/full day	\$30/half day \$60/full day	\$45/half day \$90/full day
Large Picnic Shelters ³ (November-February)	N/A	N/A	\$30/full day	\$45/full day	\$30/full day	\$45/full day
Small Picnic Shelters ³ (March-October)	N/A	N/A	\$20/half day \$40/full day	\$30/half day \$60/full day	\$20/half day \$40/full day	\$30/half day \$60/full day
Small Picnic Shelters ³ (November-February)	N/A	N/A	\$20/full day	\$30/full day	\$20/full day	\$30/full day
Sarah Vaughn Field of Dreams (accessible baseball field)	\$60/hour	\$90/hour	\$30/hour	\$45/hour	\$15/hour	\$23/hour
Soccer/ Multipurpose Fields	\$30/hour \$30/hour light fee \$100 marking fee	\$45/hour \$30/hour light fee \$100 marking fee	\$20/hour \$30/hour light fee \$100 marking fee	\$30/hour \$30/hour light fee \$100 marking fee	\$10/hour \$30/hour light fee \$100 marking fee	\$15/hour \$30/hour light fee \$100 marking fee
Softball/Baseball/Cricket Fields	\$30/hour \$30/hour light fee \$30 marking fee	\$45/hour \$30/hour light fee \$30 marking fee	\$20/hour \$30/hour light fee \$30 marking fee	\$30/hour \$30/hour light fee \$30 marking fee	\$10/hour \$30/hour light fee \$30 marking fee	\$15/hour \$30/hour light fee \$30 marking fee

Community Pool	\$40/hour per 10 attendees	\$60/hour per 10 attendees	\$20/hour per 10 attendees	\$30/hour per 10 attendees	\$12/hour per 10 attendees	\$18/hour per 10 attendees
River Park North Nature Center	\$50 - \$250/hour depending on number of rooms. \$50-\$250 deposit required.					
River Park North Campsites			\$4/person	\$8/person		
Tennis Courts	\$10/hour	\$15/hour	\$3/hour	\$5/hour	\$2/hour	\$4/hour
Damage Deposit (excludes shelters, sports fields and amphitheater)	\$100 plus proof of insurance	\$100 plus proof of insurance	\$50	\$50	\$50	\$50
Security Fee	Fees will be determined by the number of officers needed and the amount of time the officers are needed. GRPD will determine whether security is needed for an event.					

¹ Event sponsor responsible for providing sufficient port-a-johns, noise permits, electrical cords, etc. to support event. Staff fees assessed based on event requirements.

² Picnic Shelter rentals with groups of 75-199 require a \$50 large group fee, groups of 200 or more require a \$100 large group fee. Clean up fees are only refundable if event is canceled due to inclement weather

³ Guy Smith Stadium rentals with groups up to 200 require a \$50 large group fee, groups of 201-500 require a \$100 large group fee, groups over 500 require a \$250 large group fee.

III. FACILITY LOCATIONS AND AMENITIES

A. LISTING BY AMENITIES

1. Large Picnic Shelters seat approximately 100-150:

H. Boyd Lee
River Park North
Thomas Foreman
Matthew Lewis (West Meadowbrook)

2. Small Picnic Shelters seats approximately 20-80:

Andrew A. Best
Beatty – Green Springs Park
Bradford Creek Soccer Complex
Dream Park (not available for rent)
Greenfield Terrace
Guy Smith
Hillsdale
Jaycee Park
Jaycee-Elm Street Park
Kiwanis – Elm Street Park
Optimist I – Elm Street Park
Optimist II – Elm Street Park
Paramore
Peppermint
River Park North
Rotary
South Greenville
Thomas Foreman

Woodlawn
Westhaven

3. **Baseball Fields:**
 - Elm Street Park
 - Guy Smith Park
 - Sarah Vaughn Field of Dreams (special use accessible baseball facility)
 - South Greenville Park
 - Thomas Foreman Park
 - Perkins Baseball Complex
 - West Meadowbrook Park

4. **Gymnasiums:**
 - Drew Steele Gymnasium
 - Elm Street Gymnasium
 - Eppes Recreation Center
 - Greenville Aquatic and Fitness Center
 - H. Boyd Lee Recreation Center
 - South Greenville Recreation Center
 - Sports Connection

5. **Special Event Reservations/Meeting Rooms:**
 - Barnes Ebron Taft/Greenfield Terrace
 - Bradford Creek Clubhouse
 - Drew Steele Multipurpose Room
 - Elm Street Center
 - Eppes Recreation Center Multipurpose Room
 - H. Boyd Lee Meeting Room
 - Jaycee Park Auditorium
 - South Greenville Multipurpose Room
 - Sports Connection
 - River Birch Tennis Center
 - Teen Center
 - Jaycee Park Auditorium

6. **Roller Hockey Rink:**
 - Extreme Park at Jaycee Park

7. **Softball Fields:**
 - Evans Park
 - H. Boyd Lee Park
 - Jaycee Park
 - West Meadowbrook Park

8. **Soccer Fields/Lacrosse Fields:**
 - Bradford Creek Soccer Complex
 - West Meadowbrook

9. **Skate Park/Bike Park:**
Extreme Park at Jaycee Park
10. **Swimming Pools:**
Community Pool
Greenville Aquatic and Fitness Center
11. **Tennis Courts:**
Elm Street Park
Evans Park
Jaycee Park
River Birch Tennis Center
Thomas Foreman Park
12. **Golf:**
Bradford Creek Public Golf Course

B. LISTING BY PARKS AND FACILITIES

1. **Andrew Best Freedom Park**
315 Oakdale Road
 - 7.51 acres
 - Playground
 - Picnic Shelter with Grill
 - Restrooms
 - Baseball Field
 - ½ mile walking trail
2. **Beatty – Green Springs Park**
2500 E. 5th Street
 - 25.5 acres
 - Picnic Shelter with Grill
 - 1.5 mile Greenway
3. **Bradford Creek Public Golf Course**
4950 Old Pactolus Road
 - 180 acres
 - 18 Hole Golf Course
 - Driving Range
 - Putting Green
 - Clubhouse, maximum capacity 98
 - Snackbar

4. **Bradford Creek Soccer Complex**
4523 Old Pactolus Road
 - 25 acres
 - 5 Regulation Size Soccer Fields (2 lighted)
 - 1 Practice Field
 - Picnic Shelter with Grill

5. **H. Boyd Lee Park**
5184 Corey Road
 - 92 acres
 - Recreation Center/Gym; 17,000 sq. ft.
 - Meeting Room; 675 sq. ft.
 - 3 Lighted Softball Fields
 - Picnic Shelter with Grill
 - Exercise Station
 - Playground
 - Walking Trail
 - Cricket Field
 - Cross Country Course
 - Multipurpose Field

6. **Community Pool**
2113 Myrtle Ave

7. **Dream Park**
1600 Chestnut Street
 - 2 acres
 - Playground
 - Splashpoint Sprayground

8. **Drew Steele Center**
1058 South Elm Street
 - Gym
 - Meeting Room
 - Weight Room

9. **Eppes Recreation Center**
400 Nash Street
 - Gym
 - Game Room
 - Community Room; 1,976 sq. ft.
 - Weight Room
 - *See also* – Thomas Foreman Park

- 10. Elm Street Park**
1058 South Elm Street
- 8.4 acres
 - 2 Playgrounds
 - 6 Lighted Tennis Courts
 - Lighted Youth Baseball Field
 - 4 Picnic Shelters with Grills
 - Shuffleboard, Horseshoes, and Bocce Courts
 - Sarah Vaughn Field of Dreams-accessible baseball field
- 11. Evans Park**
625 West Arlington Boulevard
- 20.5 acres
 - 12 Tennis Courts (4 lighted)
 - 2 Lighted Softball Fields
 - Archery Range
 - Picnic Shelter with Grill
 - River Birch Tennis Center
- 12. Greenfield Terrace**
120 Park Access Road
- 25 acres
 - Barnes, Ebron, & Taft Building; 3,120 sq. ft.
 - Playground
 - Picnic Shelter with Grill
 - Restrooms
 - Outdoor Basketball Court
 - 1/3 mile walking trail
 - Youth baseball field
- 13. Greensprings Park**
2500 East 5th Street
- 25.5 acres
 - Picnic Shelter with Grill
 - 1.5 mile Greenway
- 14. Greenville Aquatic and Fitness Center**
921 Staton Road
- Indoor Swimming Pool
 - Cardio and Weight Rooms
 - Gym
 - Meeting Room; 690 sq. ft.

- 15. Guy Smith Park**
1000 Moye Blvd
- 11.5 acres
 - 9,160 sq. ft. Stadium
 - Picnic Shelter
 - 2 Lighted Regulation Size Baseball Fields
 - Youth Baseball Field
- 16. Hillsdale Park**
2531 Sunset Ave
- 1.72 acres
 - Picnic Shelter
 - Playground
- 17. Jaycee Park**
2000 Cedar Lane
- 11.5 acres
 - Auditorium; 1,066 sq. ft.
 - Playground
 - Picnic Shelter with Grill
 - 4 Lighted Tennis Courts
 - Lighted Softball Field
 - Roller Hockey Rink
 - Extreme Park
 - Center for Arts and Crafts
 - Administrative Offices
- 18. Off Leash Dog Park**
- 14 acres
- 19. Paramore Park**
401 East Fire Tower Road
- 15 acres
 - Picnic Shelter with Grill
 - Playground
 - Water Fountain
- 20. Peppermint Park**
1400 Brownlea Drive
- 1 acre
 - Playground
 - Picnic Shelter with Grill

- 21. Perkins Baseball Complex**
1703 E. 14th Street
- 3 acres
 - 2 Youth Baseball Fields
 - Practice Baseball Field
 - Concession Stand
 - Restrooms
 - Batting Cage
 - See also: Teen Center
- 22. Phil Carroll Nature Preserve (Undeveloped Park Land)**
Hwy 43 West
- 163 acres
- 23. River Birch Tennis Center**
625 West Arlington Blvd.
- 5 acres
 - Center; 1,092 sq. ft.
 - 8 Lighted Tennis Courts
- 24. River Park North**
1000 Mumford Road
- 324 acres
 - Walter L. Stasavich Science and Nature Center; 10,500 sq. ft.
 - 324 acres
 - 5 ponds
 - Fishing Pier
 - Pedal Boating
 - Camp Ground
 - Nature Trails
 - 2 Picnic Shelters with Grills
 - Toddler Playground
- 25. South Greenville Recreation Center**
851 Howell Street
- 9.1 acres
 - Multipurpose Room; 1,372 sq. ft.
 - Playground
 - Multipurpose Field
 - Gym
 - Weight Room
 - Youth Baseball Practice Field
 - Picnic Shelter with Grill

- 26. Sports Connection**
1701 E. 14th Street
- 5 Batting Cages
 - Gym
 - Game Room
 - Meeting Room: 1,152 sq. ft.
- 27. Thomas Foreman Park**
400 Nash Street
- 9 acres
 - Recreation Center
 - Gymnasium
 - Multi-purpose Room
 - Playground
 - Youth Baseball Field
 - 2 Picnic Shelters with Grill
 - 2 Lighted Tennis Courts
- 28. Town Common**
100 East 1st Street
- 19 acres
 - Amphitheater 3,600 sq. ft.
 - 1500' Esplanade along Tar River
 - Town Creek Bridge and South Tar Greenway
 - Paved Walkway and Benches
 - Boat Access
- 29. Westhaven Park**
203 Cedarhurst Drive
- 1.5 acres
 - Multipurpose Field
 - Playground
 - Picnic Shelter with Grill
- 30. Matthew Lewis Park at West Meadowbrook**
900 Legion Street
- 33 acres
 - Picnic Shelter with Grill
 - Multipurpose Field
 - Youth Baseball Field
 - Lighted Softball Field
 - Disc Golf Course
 - Playground
 - Restrooms

- 31. Woodlawn Park**
100 N Woodlawn Ave
- 0.63 acres
 - ADA Accessible Playground
 - Picnic Shelter with Grill
 - Volleyball Court
 - Outdoor Basketball Goal

IV. FACILITY RESERVATION POLICIES

- A. Athletic field reservations may be limited due to the season and condition of field.
- B. All building rentals other than picnic shelters require at least a \$50 deposit. The deposit will be returned via check two to three weeks after the rental if the facility is left in good, clean condition.
- C. Event security will be required for certain events as dictated by departmental policy. In those cases, event organizers must develop written emergency action plans for issues such as employee safety, crowd control, first aid, communications, coordination with law enforcement and other government agencies. The event organizers will insure the citizens of the City of Greenville will be protected from damage and losses to City assets.

Security required during a rental period is at the discretion of the Department of Recreation and Parks. The cost for security will be the responsibility of the individual or group renting the facility. Fees charged for security officers will be based on rates determined by the Greenville Police Department.

- D. Proof of insurance will be required for certain events. If the City deems necessary, the renting organization may be required to provide comprehensive general liability insurance in an amount specified by Risk Management. If insurance is required, the City of Greenville must be listed as *Additional Insured* and a copy of the insurance provided.
- E. Alcohol use is prohibited with the exception of Bradford Creek Golf Course.
- F. Any obscene, lewd, indecent or otherwise offensive language will not be tolerated in public spaces by any guest, staff or visitors.
- G. Amplified music. If needed, the renter must apply for an amplified music permit with the City of Greenville Police Department. Events that are in violation of the ordinance may be shut down.

- H. Curfew. All event participants 18 years and under must abide by the City of Greenville Curfew Law.
- I. Vehicles. Renters are not allowed to drive any motor vehicle, mini-bike, or motorcycle in, over, or through any recreation area. Abandoned or nuisance vehicles left on park property, may be removed without prior notice.
- J. Staff and police requirements are not negotiable.
- K. Groups under-representing their numbers will be charged an additional fee of \$10/hour for each extra staff person called in to cover the event and will lose their deposit.
- L. Tables and chairs. There are a limited number of tables and chairs available at each facility that will be made available for use during the rental period. The renting organization must furnish any additional tables or chairs needed to accommodate the rental. Additional tables and chairs must be brought in and removed during the time of the rental period.
- M. Pets are not allowed at the indoor facilities. Those on City property must be on a leash and under the control of a handler at all times. Pet waste must be cleaned up and properly disposed.
- N. Children must be supervised at all times.
- O. A Recreation and Parks employee will be present and in charge of the facility during each rental use, except for picnic shelters. No facility keys will be distributed.
- P. Use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed.
- Q. Designated partners and Official City Business.
- R. Any changes in rental rates must be approved by Senior Management.

V. RESERVATION PROCEDURES

- A. Facility Reservations may be made at the following locations:
 Jaycee Park
 Elm Street Gym
 H. Boyd Lee Park
 River Park North
 Eppes Recreation Center
 South Greenville Recreation Center
 Greenville Aquatic and Fitness Center

Exceptions:

- The following rentals will only be made with facility staff:
 Athletic Fields (329-4550)
 River Park North Nature Center (329-4560)

Town Common Amphitheatre (329-4543)
 Guy Smith Stadium (329-4268)
 Swimming Pools (329-4043)

- B. Rental fee and security deposit must be paid in full when a room and/or picnic shelter reservation is made.
- C. Facility reservations can be made up to ten months in advance.
- D. Building reservations must be made at least two weeks in advance of rental date. Building damage deposits may be refunded if reservation cancellation is made two weeks prior to rental date.
- E. Cancellations made three or more business days prior to a picnic shelter rental may be rescheduled. Picnic shelter rain-outs reported within three business days after rental date may be rescheduled at no additional charge.
- F. Cancellation Fees:

Building Rentals	
Cancellations made more than 30 days prior to rental	Full refund available
Cancellations made 15-29 days prior to rental	Deposit refund and rental fee credit applied to GRPD Household Account
Cancellations made 14 days or less prior to rental	Refund deposit only

Picnic Shelter Rentals	
Cancellations made more than 30 days prior to rental	Full refund available
Cancellations made 15-29 days prior to rental	Refund of large group fee and rental fee credit applied to GRPD Household Account
Cancellations made 14 days or less prior to rental	Refund of large group fee only

- G. Non-profits will be required to show 501c3 status documentation.
- H. Amplified Sound Permits will not be given for rentals at Andrew A. Best Freedom Park.

**City of Greenville Recreation and Parks Department
Tournament Package Rates**

Fees are based on a minimum of six teams per tournament. Tournaments that have less than six teams will be charged the rate of six teams as will groups renting a facility longer than four hours. Prices below represent the fee charged per facility used. If multiple facilities are being used for a tournament, then the fees listed below will apply for each facility.

	Staff Fee	Fee Per Team/Event	Deposit For Tournament / Event	Clean-Up Fee	Score Table/ Score Tower	Light Fee	Field Preparation	Insurance Required
Softball / Baseball Fields		\$20 per team	\$50 per day	\$50	\$50 per day, \$100 security deposit	\$25 per hour, per field	1 included per field per day – additional preparations - \$30 per field	Yes – see requirements below
Basketball Courts	\$10 per hour	\$40 per team	\$100 per day	\$50	Included			Yes – see requirements below
Soccer / Multipurpose Fields		\$20 per team	\$50 per day	\$50		\$25 per hour, per field	\$70 per field	Yes – see requirements below
Cross Country Course (H. Boyd Lee Park) **		All day picnic shelter rate	Must be paid in full at time of booking	\$50				Yes – see requirements below
Guy Smith Prep Field		\$65/\$50 per game	\$100 per tournament		\$10 per game	\$35 per game	Included	Yes – see requirements below

** Cross Country Course rentals include the picnic shelter

V. ATHLETIC TOURNAMENT PROCEDURES

A. Contact

Tournaments are to be booked with the Athletic Office at H. Boyd Lee Park (252-329-4550). Tournaments are allowed to be booked one (1) year in advance subject to availability. Programs offered by and/or co-sponsored by Greenville Recreation and Parks Department have first rights to the fields/facilities.

B. Insurance Requirements

The renter must provide proof of insurance no later than one (1) month prior to the start of the tournament or event. The insurance coverage must be a minimum \$1,000,000 each occurrence, \$100,000 damage to rented premises, \$1,000 medical expenses, \$1,000,000 personal injury, and \$2,000,000 general aggregate. The City of Greenville must be listed as an additional insured for the time the fields are being used.

C. Deposits to Book Tournaments/Payment of Fees

Deposits to book tournaments are due at the time of the reservation and are not refundable. Deposits will be applied towards the final balance. All remaining fees are due the first day of the tournament, with the exception of lights and concession reimbursement which must be paid at the conclusion of the tournament or the next business day.

D. Concessions

Greenville Recreation and Parks Department will have the first right for refusal to operate concessions during tournaments. In the event a concession stand is not available for the renter to use (determined by GRPD), then the renter will be allowed to set up a table and tent (provided by renter) for concessions. If the renter operates concessions, then 15% of gross sales will be charged to the renter, payable to GRPD.

E. Admissions

Greenville Recreation and Parks Department holds the right to charge admissions for tournaments. All tournament admissions will be split 80/20 with 80% going to the Greenville Recreation and Parks Department and 20% to the host director/organization. Tournament directors will be allowed to charge gate admission should the Greenville Recreation & Parks Department choose not to do so. General park users shall not be charged. Admission gates should be set up near the field. Admission gates at the front of parking lots will not be allowed. Admission gates at the front of parking lots will not be allowed. If Greenville Recreation and Parks Department chooses to collect admissions, the per team rate will not be charged.