



Currituck Parks & Recreation Department Facility Rental Procedure

This is an outline pertaining to all Facility Rentals offered by Currituck Parks and Recreation Department. No Change or deviation can be made without the permission of the Parks and Recreation Director. All County Sponsored Programs and/or Events take precedent.

1. Renter contacts Recreation Assistant and checks availability of desired facility. This pertains to Picnic Shelters and Parks. Ball field rentals must go thru the Parks and Recreation Director.
2. Recreation Assistant fills out necessary forms and puts information on computer and informs the Renter of the deadline for payment and signing of Rental Agreement.
3. Recreation Assistant forwards the Agreement to the Director for approval.
4. Agreement remains in file until Renter comes in to pay and sign Agreement and Cancellation Agreement. Renter is contacted the day before the deadline and reminded of the deadline.
5. Before the set deadline, the Renter must:
 - A. Make full payment.
 - B. Sign Rental Agreement.
 - C. Sign Cancellation Agreement.
 - D. Provide Driver License with picture for identification purposes if required in agreement.
6. The original agreement will remain on file. Copies will be provided to the Parks Superintendent as well as applicant.
7. All rentals of the picnic shelters must be made and paid 1 day in advance. These include Maple Park, Sound Park, Knotts Island Ruritan Park, Veteran's Memorial Park, and Walnut Island Park.
8. All other rental applications must be made a minimum of seven (7) days in advance of desired date.
9. Rental applications requiring Security must be made a minimum of fourteen (14) days in advance of desired date.
10. Payment must be made at the time the rental agreement is signed.
11. All rental applications require the approval of the Director.