

Town of Nags Head

Facility Use Request

The Town of Nags Head has several facilities that may be reserved and used for non-governmental events. Facilities located at Town Park, Harvey Sound Access, and Whalebone Park is used on a first come basis unless reserved in advance. For guaranteed availability of a facility advance registration is required.

Advance reservations can be made by contacting Michelle Gray at 252-441-5508 or michelle.gray@nagsheadnc.gov. Those groups or individuals reserving any Town facility are required to fill out a facility use form which is attached and submitted with the required deposit. The below facilities can be reserved in advance.

TOWN PARK located at 415 Health Center Dr

HARVEY SOUND ACCESS located at MP 16 – 6912 S. Croatan Hwy

WHALEBONE PARK located at 7300 S Va Dare Trl

The below deposit and fee apply to all Parks and are due upon submission of the attached application no later than the Wednesday prior to the reservation. Please make the check payable to the Town of Nags Head.

\$50 clean-up deposit (refundable)

\$5 electricity fee (optional)

Mailing Address: Town of Nags Head, PO Box 99, Nags Head, NC 27959 - or dropped off at Town Hall

Town Policy

The Town has priority in the use of the Parks and reserves the right to cancel the use of any facility.

- The Town expects users to respect the Park and to leave it in good condition, clean and ready for use when they leave.
- There is to be no alcohol at the Park.
- To ensure the security of the Park, it may only be used during daylight hours. The Park closes at dark.
- Grills are not to be used under the pavilion.
- Reservations guarantee the use of the pavilion only. The playground area, soccer field area and sound access area will remain open for public use.
- Pyrotechnic devices (fireworks) are prohibited unless part of a town-authorized event.
- Pets must be on a leash at all times. Owners must clean up after pets.
- The Town will provide electricity to users of the facilities upon request. Available power consists of one ground-fault interrupter receptacle on a stand-alone 15-amp circuit (there are two double outlets controlled by one GFIR on a 20-amp circuit at the Harvey Site). There will be a \$5.00 non-refundable charge for providing electricity to facility users.
- Groups not associated with the Town may reserve the Town Park up to 60 days in advance of the use date. Reservations require a \$50 deposit, which will be refunded after the event, provided the Park was left in good order.
- No "for profit" uses will be permitted at either Town facility covered by this policy.
- The Town Manager or their designee must approve all reservations.
- The Manager's decision may be appealed to the Board of Commissioners at their next regularly scheduled meeting.

For entire Policy, please go to our website: www.nagsheadnc.gov



TOWN OF NAGS HEAD FACILITY USE REQUEST FORM

Name or Organization: _____

Address: _____ Town: _____ State: _____ Zip Code: _____

Person Responsible: _____

Phone: _____ Cell Phone: _____

Email: _____

Facility Request:

- Town Park (415 Health Center Dr)
- Harvey Sound Access (6912 S. Croatan Hwy; MP 16)
- Whalebone Park (7300 S. Va Dare Trl)

Date Requested: _____

Time: From _____ to _____ (please allow for set-up & clean-up)

Type of Use: _____ Number of anticipated attendees: _____

Use of the Park is for the shelter and grill only. Alcohol and tobacco products are strictly prohibited on Town property.

By signing below, I understand that I am responsible for this reservation and activities involved in this reservation. I understand that I must leave the facility and surrounding area clean and in good condition. I understand that my clean-up deposit will be forfeited if not left in suitable order.

Signature of Person Responsible

Date

Office Use Only:

Received By: _____ Date Received: _____ GL# 2343-00 DPK

Deposit: _____ Electricity: _____ Check #: _____

Refund Deposit Approved By: _____ Date: _____