

## Portal Rental Request Instructions

To request, and book a rental through the online portal, please follow the steps below:

### Create Your Account:

1. Place the following link in your internet browser to reach the Registration Portal:  
<https://portal.harnett.org/prod/ParksRec/portal/Home> \*type the link exactly as listed\*
2. Click on “New Account” in the upper right hand corner of the page
3. Fill out the required fields to set up your account
4. You are now setup to register for programs through the Portal and can even pay by credit card!

### To request a rental of a facility, field, or shelter:

1. Select “Browse Facilities” on the main portal page
2. Select your desired rental date under the “Available Date” section and your desired Location under the “Location” drop down box on the Facility Browse page and hit the green magnifying glass
3. Find your facility and select “Register” to the right
  - a. Please note that for picnic pavilions at Anderson Creek Park and Barbecue Creek Park, you should select the “Hourly” option unless you are planning on booking for an entire day (in which you would select the “Full Day” option)
4. Select your desired start time and end time at the bottom of the page, enter # of attendees, check the terms and conditions box in the upper right hand corner and select “Add to Cart”
5. Continue through the process until you receive the option to “Pay Later”; select it
6. You will receive a copy of your request; Please give our staff approximately three (3) business days to review your request and we will notify you of you approval or denial, and will contact you for payment.
  - a. Approved rentals can be paid for by Credit Card over the phone, or under your online profile under the “Invoices” section
  - b. Payment by cash or check must be made either in person at our main office during business hours, or by mail to our PO Box (info below)

**Harnett County Parks and Recreation Main Office Info** 420 McKinney Parkway, Lillington, NC 27546 (physical address) PO Box 816, Lillington, NC 27546 (mailing address) Business Hours: Monday through Friday, 8 AM-5 PM