Shelter Rental and Park Rental Guidelines

Applicants requesting use of the West Fargo Park District shelters and park areas will be subject to all laws and ordinances and the rules and regulations governing the use of West Fargo Park District shelters and park areas including the following:

No Refunds: Shelter and alcohol permit fees are non-refundable for cancellations or no-shows. This is a rain or shine event.

Shelter Rental Hours: 8:00am to 10:00 pm or dark Monday thru Friday
9:00am to 10:00pm or dark Saturday and Sunday

- **Changing of arrival time** will be permitted with a 1-week notice and subject to approval of the shelter attendant.
- **Enclosed Shelter Rentals** are locked facilities. A park attendant will open the shelter at time requested on reservation form and will wait 20 minutes past the arrival time, but no longer. A padlock and requested permits will be given to renter "person in charge" at time of arrival. It is the responsibility of the renter to lock and secure the shelter at the indicated departure time.
- DO NOT leave shelter unattended at anytime. If you need to leave the shelter area and return at a later time the facility must be locked with a personal padlock.
- **Open shelters:** A reservation calendar will be posted with renters name and designated rental times requested by renter. All permits must be picked up at the park office prior to rental. The park office will notify renter when permits are approved and ready.
- Rental fee only guarantees the rent of the shelter and designated shelter amenities. Other amenities in park are open for public use - green space, horseshoes, basketball, playground equipment, etc.
- Picnic tables must not be moved out of shelter.
- Vector Control (Cass County) sprays for insects daily, however if you feel additional protection may be required please make other arrangements.
- Animal rides, water dunking devices or swimming pools are not permitted on park property.
- The use and placement of inflatable games and amusements are restricted and must be approved by West Fargo Park District staff.
- Only free standing tents are permitted.
- Driving or parking on any part of the grass in the parks is not permitted.
- Power in shelters is for small appliance use - crock pots, coffee pots, etc.
- The removal of posts or disconnecting chains or locks for park access is considered trespassing and is not permitted.
- Scoring or painting on the grass is not permitted.
- Glass beverage containers are prohibited. Persons who violate or fail to comply with any provision of this ordinance shall be subject to a maximum fine of $500.
- Take down and remove all decorations and table covers. The use of trash containers is appreciated. Do not place garbage bags outside of the shelter.
- Upon leaving shelter carefully scan the area for any unclaimed items. WFPD is not responsible for lost and found items.
- Smoking is not permitted in West Fargo Park District shelters/facilities.

- **Alcoholic Beverage Permit Responsibilities**
  No alcohol without a permit.
  The alcoholic beverage permit allows the holder and his or her party to bring alcoholic beverages into property owned and operated by the West Fargo Park District. Such alcoholic beverages must be consumed at the area indicated in the permit. The permit allows only the possession of alcoholic beverages by adults, 21 years of age and older. The permit is not a license to sell such beverages. All paid alcohol permits are on file with the Park District and WF Police Department. Glass beverage containers are prohibited in all West Fargo Parks. Violators will be subject to a $500 fine.

- **Signage and Marking Guidelines for Events Held on West Fargo Park District Property**
  Persons or groups wishing to utilize West Fargo Park District trails, parking lots or other paved surfaces for a race, walk or event shall submit a written request to the West Fargo Park District. If the person or group plans to mark any paved or non-paved surface for the purpose of delineating distance or providing direction should include, with their request, a detailed description of the type or markings and when and where such marking will take place. A detailed plan for any signage should also be included with the request.

  If approved for the race, walk or event, the person or group will be notified in writing including the marking/signage guidelines for the West Fargo Park District. Any markings on West Fargo Park District paved surfaces shall be done using the most temporary medium possible, including water based paint, dry or liquid chalk, food coloring, or other approved low durability substance. West Fargo Park District's preferred marking method is dry chalk. Any signs used for the race, walk or event should be temporarily staked signs and should leave no visible trace once removed.

  The person or group responsible for the pavement marking and or signage will also be responsible for removal of the signs and of the marking, as soon after the conclusion of the event as possible. This time schedule shall be included in the written request. Costs may be incurred if clean-up is not acceptable to the West Fargo Park District.

Release and Indemnification Agreement

In consideration on the permission granted to the undersigned to enter the premise and participate in the stated activities, the undersigned, his heirs, administrators, and assigns, release the Park District of the City of West Fargo, and the City of West Fargo, its agents, officers, and officials from any claims, demands, damages, actions, and causes of actions of any sort for any injury sustained to his or her person and/ or his or her guests or invitees during their presence on the premises and participation in the stated activities. The undersigned shall also hold harmless, defend and indemnify the Park District of West Fargo, and the City Of West Fargo against all claims, demands, causes of action, suits or judgment for death, injury to persons, or for loss or damage to property including any damage to the premises arising out of or in connection with the use and occupancy of the premises by the undersigned or his or her agents, employees, quests, or invitees.

I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE AND INDEMNIFICATION AGREEMENT. I AM 21 YEARS OF AGE OR OLDER AND I SIGNED THE SAME ON MY OWN VOLITION.