



West Fargo Park District Shelter and Park Rental Guidelines

Applicants reserving 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:

Shelter Rental Hours Monday – Friday: 8:00am to dark. Saturday and Sunday 9:00am to dark.

No Refunds Shelter and alcohol permit fees are non-refundable for cancellations or no-shows.

GENERAL SHELTER RULES AND REGULATIONS

1. Changing arrival time will be permitted only with a 1-week notice and subject to approval of the shelter attendant. Reservations made for weekend (Friday-Sunday) or holiday rentals must be made more than 48 hours in advance of the requested upcoming date.
2. Rental fee only guarantees the rental of the shelter and designated shelter amenities. Other amenities in park are open for public use - green space, splash pad, horseshoes, basketball, playground equipment, etc.
3. Renter is responsible for any damages in and around the shelter that is incurred from their rental. Picnic tables must not be moved out of shelter.
4. Exceeding the occupancy limit will forfeit rental. Occupancy limits are to ensure safety of the renter. Limits are posted on the shelter.
5. Walks, runs or fundraisers, or special events must be approved by the Park Director.
6. Animal rides, water dunking devices, water balloon, or swimming pools are not permitted on park property. Scoring or painting on the grass is not permitted.
7. The use and placement of inflatable games and amusements are restricted and must be approved by West Fargo Park District staff.
8. Tents must be approved. Any staking of any object on the grounds must receive prior approval.
9. Driving or parking on any part of the grass in the parks is not permitted.
10. Power in shelters is available for small appliance use on a limited basis.
11. The removal of posts or disconnecting chains or locks for park access is considered trespassing and is not permitted.
12. 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.
13. Music by Disc Jockey, boom box, live music or amplification equipment is not allowed. Any special music requests must be requested and prior approved by the Director.
14. Decorations: Confetti or glitter is not allowed in any shelter. Take down and remove all decorations and table covers. Please pick up any trash from your event, including silk flowers.
15. The use of trash containers is appreciated. Do not place garbage bags outside of the shelter.
16. 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.
17. No sales of any kind allowed in shelters or on park property.
18. Vector Control (Cass County) sprays for insects daily, however if you feel additional protection may be required please make other arrangements.
19. **CERTIFICATE OF INSURANCE REQUIRED FOR COMPANY & NON-PROFIT GROUPS** Applicant must provide proof of comprehensive liability insurance for the above activities and shall name the *West Fargo Park District* and its affiliated organization named additionally insured. The insurance policy must be in a minimum amount of \$500,000/occurrence, \$1,000,000 aggregate. A certificate of insurance shall be provided to the West Fargo Park District with signed contract. The West Fargo Park District reserves the right to request a higher amount of liability insurance as deemed necessary. Insurance certificate must be received 7 days prior to the event.
20. Violation of shelter rules and policies and or not disclosing event or activities may cause termination of rental without refund.

Alcoholic Beverage Permit Responsibilities

No alcohol without a permit. Alcohol without a permit is subject to a \$500 fine and is enforced by the City of West Fargo.

- The alcoholic beverage permit allows the holder and his or her party to bring alcoholic beverages (no kegs, or glass) 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.
- Keg beer is not allowed; kegs are not allowed by permit.

Special Event Liquor License Any sale of alcohol within the City of West Fargo requires a Special Event Liquor License. Contact City Hall at 433-5300 for additional information.

Specific Rules to Enclosed Shelter Rentals:

- Enclosed Shelters 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 Park District 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 any time.
- If you need to leave the shelter area and return at a later time the facility must be locked with a personal padlock.
- You will be contacted to confirm your reservation arrival time.

Specific Rules for Open Shelter Rentals:

- A reservation calendar will be posted with renter's name and designated rental times requested by renter.
- All alcohol permits will be emailed to renter or renter will need to pick up the permit at the park office prior to rental. The park office will notify renter when permits are approved and ready.

Special Notes

- Shadow Wood Park Gazebo, grills are not permitted. Use of the waterfall and pond prohibited. Inflatables games not permitted at this park.
- Shadow Wood Splash pad shelter, alcohol permit and grills are not permitted. Use of the waterfall and pond prohibited. Inflatables games not permitted at this park.
- Rendezvous Park Waterfall area, use of the waterfall and pond prohibited.

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.
- 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.