



ACTIVITY CENTER RENTAL GUIDELINES

The 2019 activity center rental season is from May 1 to September 15 between the hours of 9:00 AM and 9:00 PM. Activity centers are not able to be reserved outside of these dates or times.

Online activity center reservations are initially submitted as rental requests. After your request has been submitted, you will receive a pending rental request e-mail and a receipt of payment. Within three business days, you will receive an e-mail approving or denying your rental request. If your rental request is denied, you will receive a full refund. Your reservation is not complete until you receive an approved reservation e-mail.

West Fargo Park District activity center rentals will be subject to all laws, ordinances, and the following rules and regulations. Please contact the West Fargo Park District office at (701) 433-5360 with any questions.

GENERAL RULES AND REGULATIONS

1. Activity center rental fees are non-refundable for cancellations. All reservations are rain or shine. A credit may be issued in the case of an extreme weather warning.
2. Activity center reservations must be made more than 5 business days in advance of the requested rental date.
3. Your rental fee only guarantees the rental of the activity center and designated amenities. You are renting the activity center - not the park.
4. You are responsible for any personal damage or damages from an invitee in and around the activity center that occur during your rental. Fees may be assessed at the renter's expense after your rental if damage is observed.
5. Exceeding the occupancy limit of an activity center will terminate a rental. Limits are posted on the activity center. If security or the police are required during your rental because of too many occupants, additional fees may be assessed at the renter's expense.
6. Walks, runs, fundraisers, or special events must be approved by the West Fargo Park District Executive Director. A form is required to apply for these events.
7. Animal rides, water dunking devices, water balloons, fireworks, campfires, or swimming pools are not permitted on West Fargo Park District property.
8. For safety reasons, grills, inflatable games, open flames, and tents are not allowed in or around the activity center.
9. Scoring or painting on the grass or pavement is not permitted. Additional fees may be assessed at the renter's expense after your rental if damage is observed.
10. Driving or parking on any part of the grass in the parks is not permitted.
11. Overnight camping is not permitted on any West Fargo Park District property.
12. The removal of the posts or disconnecting of chains or locks for park access is considered trespassing and not permitted.
13. Music by disk jockey, boom box, live music or amplification equipment is not allowed. If security or the police are required during your rental due to excessive noise, additional fees may be assessed at the renter's expense.
14. All persons must comply with all local, state, and federal law regarding firearms and weapons at all times while on West Fargo Park District property. Conceal and carry weapons are prohibited in all public parks.
15. Smoking is not permitted in any West Fargo Park District shelters/facilities.
16. All decorations must be removed at the end of your rental. Do not fasten decorations with nails or other sharp objects that will damage walls, trees, or structures. Confetti or glitter is not allowed in or around the activity center. Additional fees may be assessed at the renter's expense if these products are used.
17. Any signage or balloons directing attendees to the shelter need to be removed at the end of your rental.
18. Upon leaving the shelter, carefully scan the area for any unclaimed items. The West Fargo Park District is not responsible for lost and found items.
19. No sales of any kind including food and alcohol are allowed in the activity center or on park property.
20. Tables and chairs are not provided by the West Fargo Park District and are the responsibility of the renter.

21. Changing your rental time will be permitted only with a 5 business day notice and is subject to approval and availability.
22. Activity centers are locked facilities. A West Fargo Park District staff member will open the activity center at the time of arrival you selected during your rental request and will wait 20 minutes past that time, but no longer. Your rental will be forfeited without a refund after the 20 minutes.
23. The renter or "person in charge" is not to leave activity center unattended at any time.
24. Renter is responsible for all damages, removal of decorations, and general cleanup upon departure. The \$250 damage deposit will be returned or disposed of following the rental pending no damages and the facility being left in good condition. Additional fees may be assessed at the renter's expense after your rental if damage is observed.
25. Certificate of insurance is 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 names additionally insured. The insurance policy must be in a minimum amount of \$500,000/occurrence, \$1,000,000 aggregate. The West Fargo Park District reserves the right to request a higher amount of liability insurance as deemed necessary. Insurance certificates must be received 5 business days prior to the rental.
26. The activity center occupancy is 55 persons. Rental requests for groups larger than 55 people cannot be accommodated and your rental request will be denied in accordance in meeting State and Local Fire Codes. Exceeding the occupancy limit of an activity center will forfeit a rental. Limits are posted on the activity center. If security or the police are required during your rental because of too many occupants, additional fees may be assessed at the renter's expense.
27. Violation of activity center rules and policies may cause termination of rental without refund.

ALCOHOLIC BEVERAGE PERMIT

1. No alcohol beverages are allowed without a permit. Alcohol without a permit is subject to a \$500 fine and is enforced by the West Fargo City Ordinance.
2. 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. Alcoholic beverages are not permitted on or near playground areas.
3. Glass beverage containers are prohibited in all West Fargo parks and are subject to a \$500 fine enforced by the West Fargo City Ordinance.
4. 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.
5. A copy of all alcohol permits are sent to the West Fargo Police Department.