



# SHELTER RENTAL GUIDELINES

The 2019 shelter rental season is from May 24 to September 15. All shelters can be rented on Memorial Day, Fourth of July, and Labor Day based on availability. Shelters are not able to be reserved outside of these dates or times.

## ENCLOSED SHELTERS

Monday – Sunday  
9:00 AM – 9:00 PM

## SHADOW WOOD SHELTERS

Monday – Sunday  
9:00 AM – 7:00 PM

## OPEN SHELTERS

Friday – Sunday  
9:00 AM – 9:00 PM

Online shelter 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 shelter 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. Shelter and alcohol permit 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. Shelter 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 shelter and designated amenities. You are renting the shelter - not the park.
4. You are responsible for any personal damage or damages from an invitee in and around the shelter that occur during your rental. Fees may be assessed at the renter's expense after your rental if damage is observed.
5. Picnic tables must not be moved outside of the shelter.
6. A per hour security fee is required for all rentals exceeding 100 occupants.
7. Exceeding the occupancy limit of a shelter will terminate a rental. Limits are posted on the shelter. 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.
8. 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.
9. Animal rides, water dunking devices, water balloons, fireworks, campfires, or swimming pools are not permitted on West Fargo Park District property.
10. 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.
11. The use and placement of inflatable games and amusements are restricted and must be approved by West Fargo Park District Staff.
12. Tents must be approved by West Fargo Park District Staff. Any staking of any object must receive prior approval.
13. Driving or parking on any part of the grass in the parks is not permitted.
14. Power, if available, in shelters is for small appliance use on a limited basis.
15. Overnight camping is not permitted on any West Fargo Park District property.
16. The removal of posts or disconnecting chains or locks for park access is considered trespassing and is not permitted.
17. 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.
18. 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.
19. Any signage or balloons directing attendees to the shelter need to be removed at the end of your rental.

20. 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 any shelter. Additional fees may be assessed at the renter's expense if these products are used.
21. Please pick up any trash from your rental. Do not place garbage bags outside of the shelter.
22. 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.
23. Smoking is not permitted in any West Fargo Park District shelters/facilities.
24. No sales of any kind including food and alcohol are allowed in shelters or on West Fargo Park District property.
25. Vector Control (Cass County) sprays for insects. However, if you feel additional protection may be required, please make other arrangements.
26. 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.
27. Violation of shelter 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.

### **ENCLOSED SHELTER RENTALS**

1. Changing arrival time prior to your rental will be only be permitted with a 5 business day notice and subject to approval and availability.
2. Enclosed shelters are locked facilities. A West Fargo Park District staff member will open the shelter 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.
3. A padlock and requested permits will be given to renter or "person in charge" at your time of arrival.
4. It is the responsibility of the renter to lock and secure the shelter at the indicated departure time.
5. Do not leave shelter unattended at any time. If you need to leave the shelter area and return later, the facility must be locked with a personal padlock.

### **OPEN SHELTER RENTALS**

1. A reservation calendar will be posted with reservation names at all open shelters.
2. All alcohol permits will be emailed to renter or will need to be picked up the at the West Fargo Park District Office prior to rental.

### **RENDEZVOUS PARK WATERFALL AREA**

1. Use of the waterfall and pond are prohibited.
2. A reservation sign will be posted before your reservation in the waterfall area.
3. All alcohol permits will be emailed to renter or will need to be picked up the at the West Fargo Park District Office prior to rental.
4. Tables, chairs, arches, etc. are not provided by the West Fargo Park District and are the responsibility of the renter.