



# ACTIVITY CENTER RENTAL GUIDELINES

The 2021 activity center rental season is from April 1 to October 1 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 to five 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.

## RESERVATION 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. A 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.
4. Changing your rental time will be permitted only with a 5 business day notice and is subject to approval and availability.

## GENERAL RULES

1. Your rental fee only guarantees the rental of the activity center and designated amenities. You are renting the activity center - not the park. You do not have exclusive rights to the park or things in the park.
2. Violation of activity center rules or policies may cause termination of rental without refund.
3. The renter or "person in charge" is not to leave activity center unattended at any time.
4. Walks, runs, fundraisers, or special events must be approved by the West Fargo Park District Executive Director. Please call the West Fargo Park District office at (701) 433-5360 to apply for a special event.
5. No sales of any kind including food and alcohol are allowed in the activity center or on park property.
6. The renter is responsible for all damages, removal of decorations, and general cleanup upon departure. The \$250 damage deposit you paid during your reservation request, will be refunded to your credit/debit card, pending no damages and the facility left in good condition. Additional fees may be assessed at the renter's expense after your rental if damage is observed.
7. 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.
8. All persons must comply with all local, state, and federal laws regarding firearms and weapons at all times while on West Fargo Park District property. Conceal and carry weapons are prohibited in all public parks.
9. 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.
10. Animal rides, water dunking devices, water balloons, fireworks, campfires, or swimming pools are not permitted on West Fargo Park District property.
11. Smoking is not permitted in any West Fargo Park District shelters/facilities.
12. Driving or parking on any part of the grass in the parks is not permitted.
13. For safety reasons, grills, inflatable games, open flames, and tents are not allowed in or around the activity center.

14. Overnight camping is not permitted on any West Fargo Park District property.
15. 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. 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.
16. The removal of the posts or disconnecting of chains or locks for park access is consider trespassing and not permitted.
17. 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.

## **FACILITY INFORMATION**

1. To access the facility during your rental, use your assigned code to unlock the door. After pressing the numbers, if it does not work, wait for a double beep and enter the code again.
2. How you see the facility when you arrive is how you should leave it. Upon leaving the facility, carefully scan the area for any unclaimed items. The West Fargo Park District is not responsible for lost and found items.
3. There are at least 20 chairs and 4 tables in each facility. You may set up and arrange them however you would like, but you must keep them inside the building. At the end of your rental, the tables and chairs must be stacked.
4. All garbage is to be collected before you leave and placed inside the facility by the door. Extra garbage bags are located under the sink.
5. All decorations must be removed at the end of your rental. Do not fasten decorations with nails, staples 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.
6. Any signage or balloons directing attendees to the shelter need to be removed at the end of your rental.
7. The restrooms inside the facility are exclusively yours during your rental. Before you leave, you will need to make sure there is no water running and all the toilets have been flushed.
8. All the windows and doors must be locked shut and locked when you leave. You are responsible for any damages that happen if the facility is not properly locked.

## **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.

If an issue arises during your rental outside of the West Fargo Park District office hours, please use the on-call phone number to contact a staff member at **(701) 446-6038** for assistance. Please only use this number in the case of an emergency that would not allow your reservation to take place such as locked doors, power outages, plumbing problems, or an occupied shelter.