



# SHELTER RENTAL GUIDELINES

The 2021 shelter rental season is from May 28 to September 19. 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 – 9:00 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.

## RESERVATION 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 a severe weather warning during the time of your reservation.
2. Shelter reservations must be made at least 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 shelter and designated amenities. You are renting the shelter - not the park. You do not have exclusive rights to the park or things in the park.
2. Violation of shelter rules and policies may cause termination of rental without refund.
3. 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.
4. No sales of any kind including food and alcohol are allowed in shelters or on West Fargo Park District property.
5. You are responsible for the actions of those using the shelter during your reservation. Fees may be assessed if damage is observed.
6. 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.
7. Animal rides, water dunking devices, water balloons, fireworks, campfires, or swimming pools are not permitted. Overnight camping is also not permitted on any West Fargo Park District property.
8. Picnic tables are not to be moved outside of the shelter.
9. 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.
10. A per hour security fee may be required for all rentals exceeding 100 occupants.
11. The use and placement of inflatable games and amusements are restricted and must be approved by West Fargo Park District Staff. Inflatables can't be used on irrigated property, athletic fields, or in one location for more than 12 hours. Additional restrictions may be made if there are unusually wet conditions. We request that inflatable vendors rotate the location of inflatable placement to minimize grass damage.
12. Tents must be approved by West Fargo Park District Staff. Any staking of any object must receive prior approval.
13. Power, if available, in shelters is for small appliance use on a limited basis.
14. The removal of posts or disconnecting chains or locks for park access is considered trespassing and is not permitted.
15. 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.
16. Smoking is not permitted in any West Fargo Park District shelters/facilities.
17. Vector Control (Cass County) sprays for insects. However, if you feel additional protection may be required, please make other arrangements.

18. Driving or parking on the grass is not permitted. Scoring or painting on the grass or pavement is also not permitted. Additional fees may be assessed if damage is observed.

## **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 Police Department.
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.
6. A copy of your alcohol permit must be with you while at your reservation location.

## **OPEN SHELTER INFORMATION**

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

## **RENDEZVOUS PARK WATERFALL AREA INFORMATION**

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 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.

## **ENCLOSED SHELTER INFORMATION**

1. Use your assigned code to open the lockbox. Remove the key and use it to unlock the padlock into the shelter.
2. Be careful while opening windows. Each window has at least 3 latches keeping it shut. Release the outside ones first leaving the middle latch until last. Some of the window tend to swell with humidity and can be difficult to open. Also be careful and aware of the counter-weights and cables while raising and lowering the windows.
3. How you see the shelter when you arrive is how you should leave it. Upon leaving the shelter, carefully scan the area for any unclaimed items. The West Fargo Park District is not responsible for lost items.
4. 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 any shelter. Additional fees may be assessed at the renter's expense if these products are used.
5. Any signage or balloons directing attendees to the shelter needs to be removed at the end of your rental. They can not be attached to trees and buildings.
6. Please pick up any trash from your rental. All garbage is to be collected before you leave and placed inside the facility by the door. Extra garbage bags are inside each garbage container.
7. Charcoal stays in the grills until the next morning when our staff will dispose of it.
8. 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.
9. All the windows and doors should be shut and locked with the lights off when you leave. As a reminder the park closes at dark or 10:00 PM, whichever comes first. Your rental ends at 9:00 PM. You are responsible for any damages that happen if the rented facility is not properly locked.
10. After your rental, re-enter your assigned code to reopen the lockbox and insert the key before leaving the park.

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.