



SPECIAL EVENT RENTAL GUIDELINES

The 2022 special event season is from May 1st to September 25th. Special events are not able to occur outside of these dates unless otherwise approved by the West Fargo Park District Executive Director.

Online special events are initially submitted as rental requests. After your request has been submitted, you will receive a pending request e-mail. Within five business days, you will receive an e-mail approving or denying your request. Your reservation is not complete until you receive an approved special event e-mail and receipt of full payment.

West Fargo Park District special events 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. Event 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. Event reservations must be made more than 30 business days in advance of the requested rental date.
3. You are responsible for any personal damage or damages from a participant that occur during your rental. Fees may be assessed at the renter's expense after your rental if damage is observed.
4. Walks, runs, fundraisers, or similar events must be approved by the West Fargo Park District Executive Director.
5. Animal rides, water dunking devices, water balloons, fireworks, campfires, or swimming pools are not permitted on West Fargo Park District property.
6. The use and placement of inflatable games, amusements and tents are restricted and must be approved by West Fargo Park District Staff.
7. 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.
8. Driving or parking on any part of the grass in the parks is not permitted.
9. Overnight camping is not permitted on any West Fargo Park District property.
10. The removal of the posts or disconnecting of chains or locks for park access is considered trespassing and is not permitted.
11. Music by disk jockey, boom box, live music or amplification must be approved by the West Fargo Park District Executive Director. If security or the police are required during your rental due to excessive noise, additional fees may be assessed at the renter's expense.
12. 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.
13. Smoking is not permitted in any West Fargo Park District shelters/facilities.
14. Upon leaving the park, carefully scan the area for any unclaimed items. The West Fargo Park District is not responsible for lost and found items.
15. No sales of any kind including food and alcohol are allowed without prior approval from the West Fargo Park District Executive Director.
16. Tables and chairs are not provided by the West Fargo Park District and are the responsibility of the renter.
17. Renter is responsible for all damages, removal of decorations, and general cleanup upon departure. Additional fees may be assessed at the renter's expense after your rental if damage is observed.
18. Violation of special event rules and policies may cause termination of rental without refund.
19. 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 14 business days prior to the rental.