



Shelter and Park Rental Guidelines

Applicants requesting use of Fargo Park District shelters and park areas will be subject to all laws and ordinances, and the rules and regulations governing the use of Fargo Park District shelters and park areas including the following:

1. The Fargo Park District has a NO REFUND policy; your reservation is a rain or shine event. However, the Fargo Park District may cancel or curtail Applicant's use of Park District facilities due to extreme weather conditions (such as flooding, weather warnings) under the sole discretion of the Fargo Park District and a refund would be issued under these circumstances.
2. Applicant, or if an entity, the responsible person must be 18 years of age to rent facilities from the Fargo Park District and is responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are under eighteen years of age.
3. Payment is due at the time your reservation request is made. A damage/security deposit may be required when your reservation is confirmed. Make checks payable to the Fargo Park District. Visa, MasterCard and Discover are also accepted. All checks are cashed, but the deposit amount is refunded when the site is returned in good condition. Applicant requesting use of Park District facilities for special events, weddings, fundraisers, etc., will be required to pay a damage/security deposit.
4. The facility must be returned to the Fargo Park District in the same condition as when it was received by Applicant. The Applicant accepts full responsibility for clean up of garbage and debris accumulated during the event and placement of the garbage in proper receptacles following the use of Fargo Park District facilities. If garbage and/or litter is not properly disposed of, the Applicant shall pay the reasonable cost of clean up as determined by the Park District and may be subtracted from the damage deposit.
5. The Park District will inspect the facility within a reasonable time following the end of the term of use and advise the Applicant of needed repairs. The damage/security fee will not be refunded until all fees are paid and sight inspection for damages is completed.
6. Locked facilities will be opened by the reservation time by an attendant who will wait ½ hour past the start of reservation, but no longer, for late arrivals. No keys will be issued to the rental party.
7. Be sure to bring your copy of the Reservation Confirmation and the Alcohol Consumption Permit, if applicable, with you to the event/park.
8. Rental of a park facility **does not** include exclusive use of other surrounding park facilities. On occasion, there may be more than one group utilizing the park and surrounding facilities. Applicant shall not close public areas or extend exclusive activities into public spaces.
9. Events open to the General Public must provide Pepsi products when serving on premises. Private catered events, where the caterer is providing beverages, are also required to provide Pepsi products.
10. Applicant is required to obtain a permit in advance if he/she/it wants to sell any product or service. It is illegal to sell food, beverages, goods or merchandise, or charge fees for admission without a permit. The Fargo Park District will request additional fees and insurance for events that sell food, beverages, goods or merchandise on Park District property.
11. There shall be no motorized vehicles driven onto grassy areas or on recreational trails without prior approval from the Park District.
12. An Alcohol Consumption permit can be requested for designated park facilities for the date of the rental only. The fee for the permit is \$25.00. The Consumption permit allows for single serving plastic bottles or cans of beer, wine coolers, box wine, and products such as "hard" lemonade. No kegs, glass bottles or hard liquor are allowed. Applicant purchasing a Consumption permit must be 21 years of age or older. Applicant agrees to indemnify the Park District harmless from any claims arising out of the use of alcoholic beverages at the event, including consumption by minors.

13. Firearms and weapons; it is unlawful for persons to display or have in their possession a firearm or air gun within the Fargo Park District property unless you have a permit. It is also unlawful to use, display or possess any other type of weapon, including, but not limited to, slingshots, switchblade knives, bow and arrows and traps.
14. Fires are permitted within city parks only in designated fire rings provided for that purpose.
15. Inflatable structures, pony rides, sleigh rides, bicycles, etc. require approval and a Certificate of Insurance. The Fargo Park District does have a list of approved vendors. Minimum acceptable insurance policy is \$500,000.00 general liability coverage naming the Park District of the City of Fargo as additional insured. The Park District reserves the right to increase the dollar amount of the coverage based on the nature of the event. A Certificate of Insurance, if requested, must be provided to the Park District seven (7) days prior to the reserved date.
16. The Fargo Park District does allow for additional vendors if they have met the permit requirements. Applicant may be required to pay additional fees for electricity and water services used by the vendor. Applicant must notify the Fargo Park District of their intent to bring these games and vendors on site. The Fargo Park District does not provide games, activities, inflatables, etc. for a private reservation. **NO DUNK TANKS ALLOWED.**
17. The Applicant agrees to hold the Fargo Park District harmless from any liability or loss, including reasonable attorney fees, arising out of or related to the use of Fargo park facilities under the permit.
18. Absolutely no smoking is permitted in Fargo Park District buildings/facilities or within 25 feet of the playgrounds.
19. Weddings are allowed to be held in the gazebo at Island Park and in designated areas of Trollwood Park only. Rental of these areas **does not guarantee exclusive use of the surrounding park** area for your event. There will be other people using the park. No rice or bird seed may be thrown/scattered as part of a wedding procession.
20. Applicants are responsible for all decorations placed in the rental area. Do not fasten decorations with nails or other sharp objects that will damage walls, trees, or structures. Decorating time will be included in your reservation time and rental fee. Applicant is responsible to remove all decorations and to dispose of them properly after the event is finished. If decorations are not properly disposed of, the Applicant agrees to pay the reasonable cost of clean up as determined by the Fargo Park District.
21. No tents, canopies or other structures shall be erected in any park area without prior approval of the Fargo Park District.
22. Applicant must secure a shelter reservation to have any inflatable games and/or tents/canopies in the park. Security/damage deposit, additional insurance and other fees may apply per guidelines listed.

Large Shelters (Oak Grove Shelters 1 and 2, Lindenwood Main Shelter, Rotary Shelter, Rheault Farm Shelter and Trollwood East Gazebo)

- Maximum 5 blowers per shelter rented
- Maximum of three (3) 10'x10' free standing ancillary tents allowed

Small Shelters (Three shelters @ Lindenwood, Rabanus Park and Trollwood Art Mart)

- Maximum 2 blowers per shelter rented
- Maximum of two (2) 10'x10' free standing ancillary tents allowed

Island Park, Trollwood Main, Trollwood West Shelter and Trollwood Barn

- No Inflatable Games
- No ancillary tents allowed

Rheault Farm Site

This premier site, featuring an enclosed fence area, is great for large group events. The site provides applicants the possibility to utilize multiple blowers and ancillary tents. A written request to reserve the entire site is required. Upon approval, a facility use agreement will be prepared.