



Fargo Parks Sports Center

RENTAL AND USAGE GUIDE

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General Information

PURPOSE AND INTENT:

Thank you for considering the Fargo Parks Sports Center for your next event! The Sports Center is designed to provide a space for the entire community to gather, play, learn and make memories while also maintaining financial stewardship.

The purpose of the processes outlined herein is to provide a clear understanding of the allocation and use of spaces within the Fargo Parks Sports Center. They are intended to:

- Maximize the use of the Sports Center in a manner that is fair, equitable and consistent
- Adhere to the operational vision upon which the Sports Center was built
- Preserve the integrity of the facility for future use

OVERVIEW:

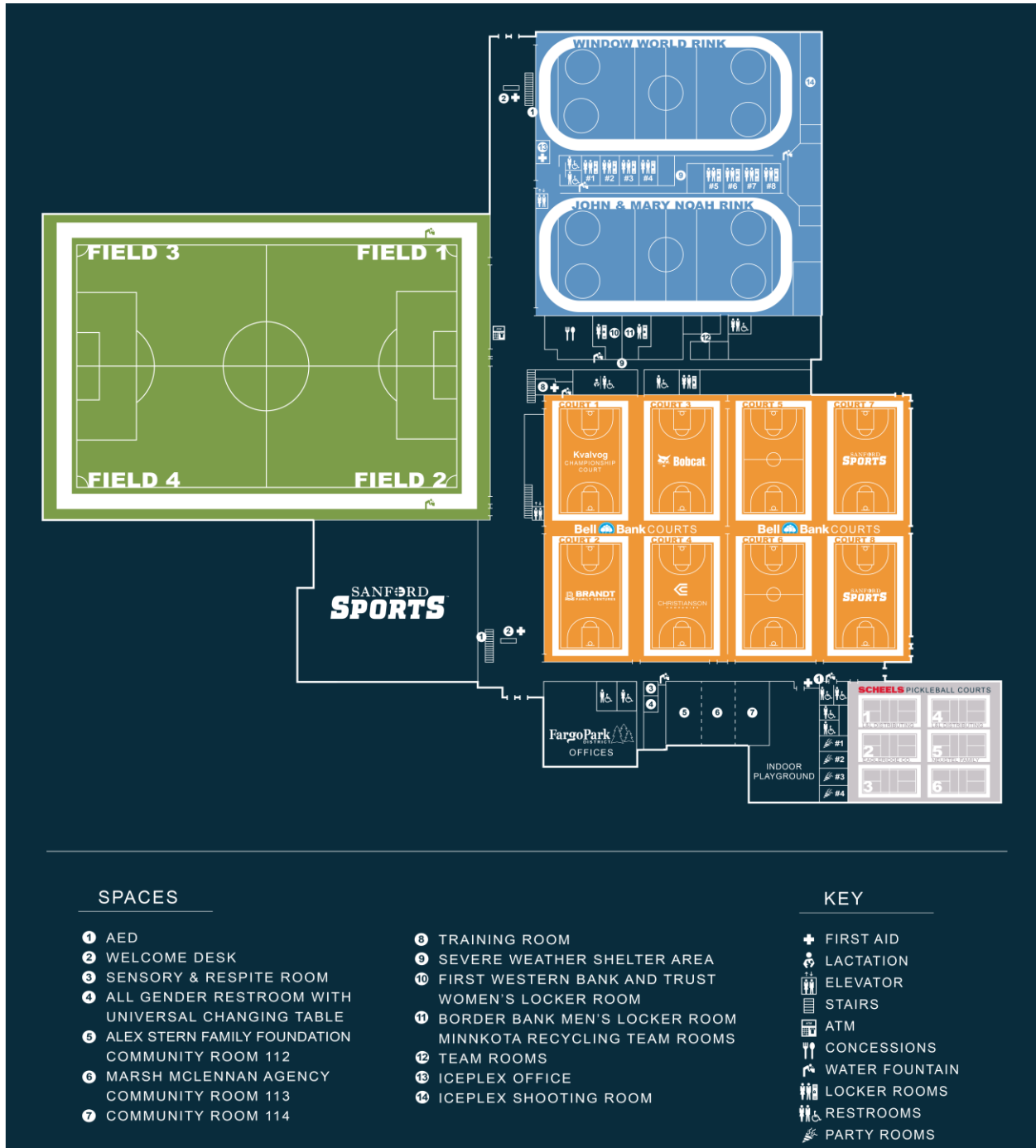
The information contained in this document establishes the policies and procedures that govern the reservation and use of the Fargo Parks Sports Center. Specifically, the document outlines:

- Available spaces within the Sports Center
- Priority scheduling designations
- Procedures for booking the Sports Center for a tournament or special event
- Procedures for booking the Sports Center for recurring or one-time uses
 - All requests for ongoing (repeat) use of facilities/fields by an individual/organization/group must go through the process for booking facilities/fields for leagues or multiple uses.
- General policies and procedures pertaining to usage of the Sports Center

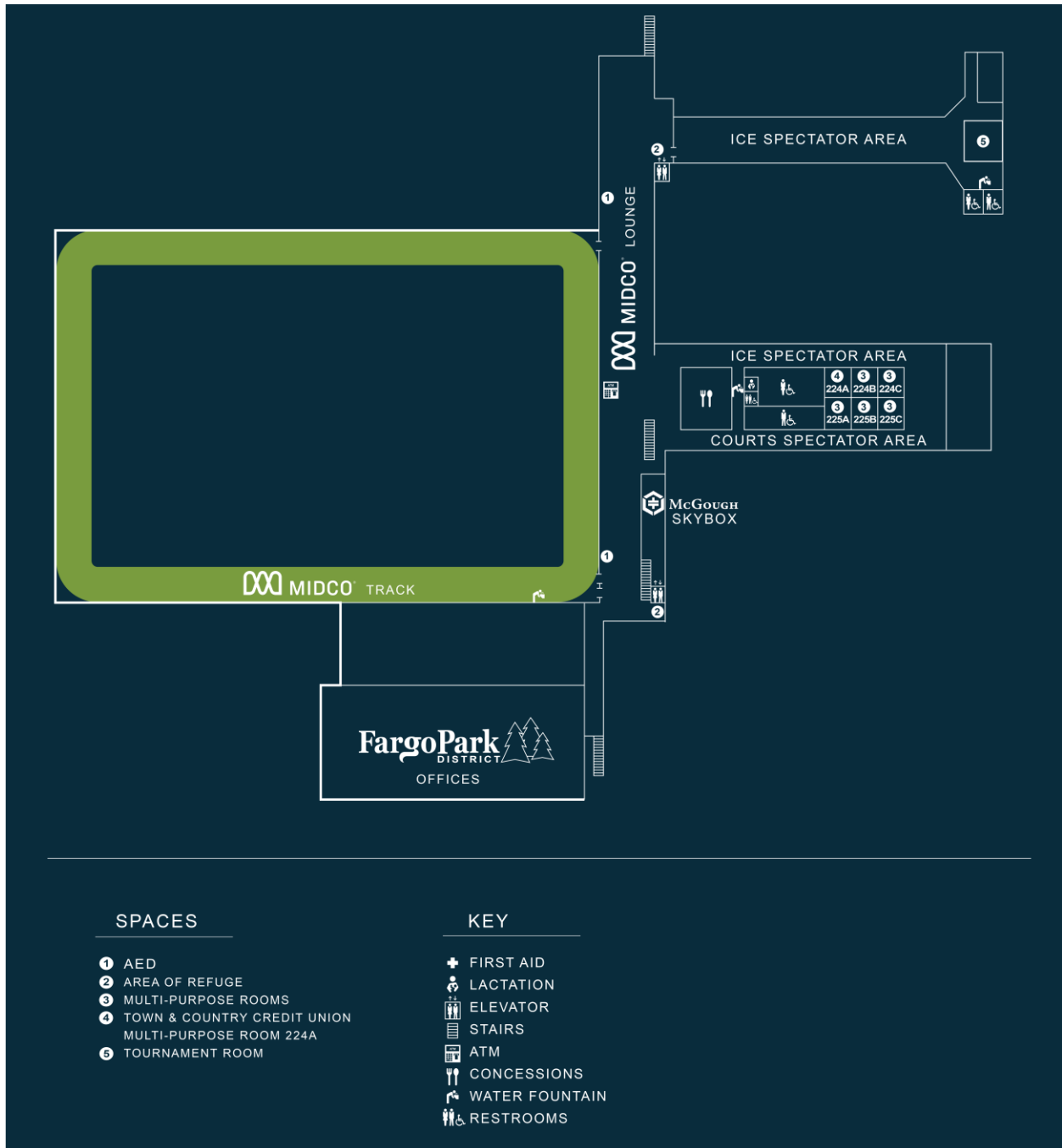
Spaces within the Sports Center

MAPS:

MAIN LEVEL:



MEZZANINE LEVEL:



PLAYING AREAS:

COURTS:

- **Sizes:**
 - Seven (7) high school hardwood courts
 - One (1) collegiate hardwood court
 - Curtaining system allows for privacy on each court
- **Accommodations:**
 - Eight (8) full basketball courts
 - Fifteen (15) cross-court basketball courts
 - Fifteen (15) volleyball courts
- **Seating:**
 - Collegiate (Championship) Court:
 - Skybox: 63 fixed (57 seats + 6 ADA) and 15 SRO at bar rail
 - Fixed Bleachers: 304 (298 bleacher capacity + 6 ADA)
 - High School Courts: Mobile tip n' roll bleacher seating
 - Chairs for team seating

ICE SHEETS:

- **Sizes:** Two (2) 85' x 200' ice sheets
- **Accommodations:**
 - Eight (8) dedicated locker rooms with ADA benches in each
 - Three (3) coaches/officials rooms
 - Shooting room on north rink
 - Designed to accommodate sled hockey
 - 40" wide doors from player boxes to ice
 - Player box floors flush to ice surface
 - Removable team benches
 - Synthetic ice in player boxes
 - Clear plexi dashers in player boxes
- **Seating:**
 - Fixed Bleachers: 171 (165 bleacher capacity + 6 ADA) per rink
 - Standing room available around glass
 - Ramp access to bleacher seating on both rinks
 - Climate controlled spectating areas on both main and mezzanine levels

PICKLEBALL:

- **Number:** Six (6) dedicated indoor pickleball courts
- **Accommodations:** 4' fence system between courts
- **Seating:**
 - Mobile tip n' roll bleacher seating
 - Mobile team benches

TURF:

- **Size:** 70 yds x 115 yds
- **Accommodations:**
 - Divisible into four (4) quadrants with curtain system
 - Northwestern quadrant equipped with four (4) batting cages

- Southeastern quadrant equipped with two (2) batting cages
- All quadrants also have 60' and 90' markings for bases. They also have markings at 43' and 60'6" for pitching distances.
- **Seating:**
 - Mobile tip n' roll bleacher seating
 - Mobile team benches
 - No permanent seating
 - Viewing also available from elevated walking track surrounding the full turf

ROOMS:

MAIN LEVEL PLAYGROUND ROOMS:

- **Number:** Four (4) identical rooms located within the indoor playground
- **Dimensions:** 14' x 23'
- **Square Footage:** 322 ft²
- **Accommodations:**
 - Each room is equipped with a counter, sink and refrigerator
 - A/V:
 - One 65" monitor in each room
 - Presentation sharing via HDMI connection on wall panel near counter
 - Ceiling speaker capabilities:
 - Building music
 - Monitors
 - Computer
 - Connection may be established to Bluetooth enabled devices
 - No microphones available
- **Seating:** 16

MAIN LEVEL COMMUNITY ROOMS:

- **Number:**
 - Three (3) large rooms located on the main level
 - All three (3) are adjacent to one another and are separated by air walls thus allowing rooms to be combined
- **Dimensions:**
 - Overall: 84' x 52'
 - Room A: 30' x 52'
 - Room B: 26' x 52'
 - Room C: 28' x 52'
- **Square Footage:**
 - Overall: 4368 ft²
 - Room A: 1560 ft²
 - Room B: 1352 ft²
 - Room C: 1456 ft²
- **Accommodations:**
 - Each room is equipped with a counter and sink
 - A catering kitchen and prep area is adjacent to Room A and features a serving window

- A/V
 - Room 112:
 - Two (2) 98" monitors and two (2) 75". 98" monitors located at the front of the room and one (1) 75" monitor in each of the back corners.
 - Presentation sharing via:
 - Screencast
 - HDMI connection – wall panel near counter
 - HDMI connection – floor box located at standard podium location
 - HDMI connection – wall panel opposite main entry door
 - Ceiling speaker capabilities:
 - Building music
 - Monitors
 - Microphones
 - Wireless handheld
 - Wireless tabletop
 - Wired mic at main podium location
 - Lavalier
 - Computer
 - Connection may be established to Bluetooth enabled devices
 - Livestream capabilities also available
 - Hearing impaired assistance devices available
 - Rooms 113 and 114:
 - 45"x80" (92" diagonal) drop down screen at front of each room
 - One 75" monitor in each corner at front of rooms
 - Presentation sharing via:
 - HDMI connection – floor box located at standard podium location
 - HDMI connection – wall panel near counter
 - Ceiling speaker capabilities:
 - Building music
 - Monitors
 - Microphones
 - Wireless handheld
 - Wired mic at main podium location
 - Lavalier
 - Computer
 - Connection may be established to Bluetooth enabled devices
 - **Seating:**
 - Overall:
 - Theatre: 280
 - Classroom: 224
 - Banquet:
 - 224 plated
 - 200 buffet

- Individual Rooms:
 - Theatre: 80
 - Classroom: 56
 - Banquet:
 - 64 plated
 - 48 buffet

MEZZANINE LEVEL MULTI-PURPOSE ROOMS:

- **Number:**
 - Six (6) rooms located on the mezzanine level
 - Two (2) sets of three (3) rooms for six (6) rooms total. Each set of three is divided by air walls thus allowing for rooms to be opened to create larger spaces.
- **Dimensions:**
 - 224 Overall: 50' x 19'
 - 224A: 16' x 19'
 - 224B: 18' x 19'
 - 224C: 16' x 19'
 - 225 Overall: 50' x 19'
 - 225A: 16' x 19'
 - 225B: 18' x 19'
 - 225C: 16' x 19'
- **Square Footage:**
 - 224 Overall: 950 ft²
 - 224A: 304 ft²
 - 224B: 342 ft²
 - 224C: 304 ft²
 - 225 Overall: 950 ft²
 - 225A: 304 ft²
 - 225B: 342 ft²
 - 225C: 304 ft²
- **Accommodations:**
 - Each room is equipped with a counter, sink, refrigerator and microwave
 - A/V
 - Each room is equipped with a 65" monitor connectable via HDMI jack on wall below the monitor
 - Ceiling speaker capabilities:
 - Building music
 - Devices connected to monitors will deliver sound through monitor speakers only
 - Monitors are not connected to one another
 - No microphones available
- **Seating:**
 - 224 Overall:
 - Theatre: 62
 - Classroom: 32
 - Banquet: 32
 - 225 Overall:

- Theatre: 62
- Classroom: 32
- Banquet: 32
- Each Room:
 - Theatre: 18
 - Classroom: 8
 - Banquet: 8
 - Boardroom: 12

TOURNAMENT ROOM:

- **Number:** One (1) room located on the far east end of the mezzanine level corridor separating the two hockey rinks.
- **Dimensions:** 22' x 28'
- **Square Footage:** 600 ft² owing to angled walls
- **Accommodations:**
 - A/V:
 - Two 65" monitors
 - Presentation sharing via HDMI connections. Each monitor may display different material.
 - Ceiling speaker capabilities:
 - Building music
 - Monitors
 - Computer
 - Connection may be established to Bluetooth enabled devices
 - No microphones available
- **Seating:**
 - Theatre: 48
 - Classroom: 24
 - Banquet: 16

OTHER BUILDING FEATURES:

- Elevated 350-meter walking track in turf fieldhouse
- Parking for 718 vehicles. The south and west parking lots accommodate 502 total spaces while the north parking lot has 216.
- Seven (7) sets of public restrooms throughout the building
- Four (4) general purpose changing rooms
- Four (4) family/all gender restrooms, one (1) of which is equipped with an adult changing table and one (1) of which is equipped with a shower facility
- Two (2) public elevators including one (1) oversized
- Two (2) concession areas
- Two (2) general purpose locker rooms equipped with ADA benches
- Two (2) lactation rooms
- One (1) sensory space/respice room
- One (1) officials suite including a men's and women's locker room, kitchenette and lounge area

Priority Classification

Whenever possible, the Fargo Park District strives to accommodate all requests for the Sports Center. However, due to the large number of organizations requesting to use the Sports Center, it is appropriate to define and classify users and establish a reservation priority policy. Therefore, the playing surfaces within the Sports Center, as a general practice, will be scheduled in accordance with the following priorities.

PLAYING AREAS:

PRIORITY #1: Tournaments shall have the first priority for reservations for the Fargo Parks Sports Center. Within the tournament scope, the Fargo Parks Sports Center will utilize a sub-classification of tournaments that aligns with priority usage for other Park District facilities.

Sub-Priority #1. Park District sponsored tournaments shall have the first priority.

Sub-Priority #2. All Park District co-sponsored tournaments shall have the second priority. A co-sponsored tournament is one in which the Park District collaborates with another entity, which could include but is not limited to:

- Planning and budgeting for the activity
- Coordinating and organizing the activity in terms of who will be responsible for each task
- Providing leadership staff for such activity
- Evaluating and measuring the activity's impact on individuals who participate

Sub-Priority #3. Fargo school athletic department tournaments of all K-12 schools located within the physical city limits of Fargo shall have the third priority. The schools include all Fargo Public Schools, schools within the Fargo Catholic Schools Network and Oak Grove.

Sub-Priority #4. Tournaments operated by qualified non-profit organizations that serve the Fargo community and are recognized by the Park District as providing recreational services in Fargo, shall have the fourth priority.

An organization is recognized as "serving the Fargo community" when it welcomes participation by all Fargo residents without discrimination based on race, ethnic background, religion, or ability, even if it is headquartered in a neighboring city. The only exception to this requirement is team assignments, which may be based on ability.

Definition of a qualified nonprofit includes, but is not limited to the following:

- A North Dakota nonprofit organization under North Dakota law
- A Section 501(c)(3) organization under the Internal Revenue Code
- The organization should have a board of directors, bylaws and other operating guidelines

- New organizations will be required to provide information reasonably requested by the Park District to show proof of nonprofit status. Current organizations using Park District facilities will be periodically required to update their information.

Sub-Priority #5. Tournaments offered by other local organizations that do not qualify as a nonprofit that serve the Fargo community and are recognized by the Park District as providing recreational services in Fargo shall have the fifth priority.

Sub-Priority #6. Organizations, groups, businesses, and individuals that are not locally based proposing to use the facilities for tournaments shall have sixth priority.

PRIORITY #2: Park District sponsored activities, programs, games, practices and leagues. Reservations for Park District functions may be taken at any time for any date. Park District functions may pre-empt lower priority reservations at the discretion of the Park District.

PRIORITY #3: Park District co-sponsored activities, programs, games, practices and leagues *(as defined in sub-priority 2 under Tournaments)*. Reservations for Park District co-sponsored functions may be taken at any time for any date.

PRIORITY #4: School events and activities *(as defined in sub-priority 3 under Tournaments)*

PRIORITY #5: Nonprofit events and activities *(as defined in sub-priority 4 under Tournaments)*

PRIORITY #6: Locally operated events and activities *(as defined in sub-priority 5 under Tournaments)*

PRIORITY #7: Non-locally operated events and activities *(as defined in sub-priority 6 under Tournaments)*

PRIORITY #8: Private, individual recurring requests

PRIORITY #9: Private, individual one-time requests

SPECIAL CONSIDERATIONS:

- The Park District staff shall have the final decision making authority to determine prioritization of use in the Sports Center. While the Park District shall make every effort to adhere to the aforementioned prioritization, it may at times deviate from the established priorities if it deems other factors provide cause to do so.
- The Park District has the authority to move or cancel an existing rental for a tournament opportunity. If an event is displaced due to a newly scheduled tournament, any payments will be fully refunded.
- With the exception of tournaments, once a reservation is made and accepted by the Park District, evidenced by a written contract or confirmation, a higher priority group will not displace the accepted reservation.
- Current agreements between the Park District and organizations may supersede this policy.

ROOMS:

- Scheduled on a first come, first served basis.
- The Park District has the authority to move or cancel an existing rental of the main level multi-purpose rooms or mezzanine level community rooms for a tournament opportunity. If an event is displaced due to a newly scheduled tournament, any payments will be fully refunded.

Request and Process

TOURNAMENTS AND SPECIAL EVENTS:

APPLICATIONS:

- No specific application form is required for tournaments or special events. Organizations or individuals wishing to conduct a tournament or special event at the Sports Center should contact a Sports Center partner success manager to discuss the potential event, dates and cost.

PROCESS:

- Tournaments and special events must be scheduled a minimum of three (3) months prior to requested event date. The Park District may entertain tournaments or special events that fall within this timeframe but will make the final determination on whether or not such events can be accommodated.
- Once an organization or individual has confirmation from a partner success manager that an event and date can be accommodated, the partner success manager will provide a Fargo Parks Sports Center Rental Agreement for renter to review and sign.
- A deposit of 25% of the overall rent must accompany the signed rental agreement.
 - The remaining balance will be due upon the completion of the event.
 - For rentals based on an hourly rate, the final balance will be dependent upon the final number of hours used.
 - Under some circumstances (prior late payments, new groups, etc), the Park District may require full payment of rent in advance.
- Events wishing to utilize all eight (8) hardwood courts are required to submit documentation of registered teams at least seventy-five (75) days prior to the event. If, during this review, it is projected that all tournament games can be accommodated on six (6) courts within specified timeframes on the rented dates, the tournament will be assigned only six (6) courts. As a partner of Sanford Sports Academies, this guideline is to ensure they are not unnecessarily restricted from access to two (2) courts.
- Events wishing to utilize the full turf in the fieldhouse are required to submit documentation of registered teams at least seventy-five (75) days prior to the event. If, during this review, it is projected that all tournament games can be accommodated on three (3) quadrants of the turf within specified timeframes on the rented dates, the tournament will be assigned only three (3) quadrants. As a partner of Sanford Sports Performance, this guideline is to ensure they are not unnecessarily restricted from access to one quadrant of turf.
- Organizations or individuals renting the Sports Center for a tournament or special event will collaborate with a partner success manager from the Sports Center to ensure all details of the event are fulfilled by both parties. Organizations or individual will be asked to participate in one or more pre-planning meetings as well as post-event meetings. Pre-planning meetings must commence a minimum of thirty (30) days prior to event date in order to ensure the Fargo Parks Sports Center staff can accommodate requested services.

- Certificate of insurance must be received thirty (30) days prior to event. Please refer to the General Policies and Procedures section regarding insurance for all requirements.
- Tournament coordinators must submit a written schedule of games/matrix, including the number of teams, at least one (1) week in advance of the tournament start date. Schedules received after the deadline may be assessed a late fee of \$100 per day.

OTHER CONSIDERATIONS:

- No tournament or special event has exclusive use of the common spaces such as the concourses, mezzanine, lobbies, etc unless those spaces are expressly provided for in the rental agreement.
- For tournaments and events utilizing an hourly rental rate, times are inclusive of set up/tear down so please plan accordingly.
- Based on the scope of the event, the Park District may require security or medical services be on-site for a portion or the entirety of an event. If applicable, fees for those services will be assessed at the rates required by the entities providing those services. Please note Sanford Health has the first right of refusal in providing all medical training services within the Fargo Parks Sports Center for any organizations or events without an existing contract with an alternative provider.
- The Fargo Park District will decide, as it sees fit, the manner in which it promotes events in accordance with its overall communications strategy.

CANCELLATIONS/REFUND POLICY:

- Any cancellations of tournaments or special events made within six (6) months of the event's start date will forfeit any deposits. Any tournament or special event who gives notice of full cancellation less than two (2) weeks prior to the event's start date will be responsible for the full rental fee.
- Additionally, within thirty (30) days of the event start date, any event or tournament using an hourly rental rate that reduces the hours of usage by more than 25% of the initially scheduled hours remains obligated to pay the equivalent of 75% of the originally scheduled hours.
- Requests for modifications to hours of usage utilizing an hourly rental rate within one (1) week of event start date will not change the final hours used to calculate the final invoice.
- The sole exception to this policy is when the Fargo Park District makes the decision to close the Sports Center due to inclement weather. Please refer to the General Policies and Procedures section regarding inclement weather in how such cancellations will be handled.

RECURRING AND ONE-TIME REQUESTS:

APPLICATIONS:

- In order to request usage of the playing spaces within the Sports Center, organizations or individuals must complete and submit a Fargo Parks Sports Center Reservation Request form according to application deadlines below. This is required for leagues and organizations as well as individuals requesting recurring dates and times.
- For recurring uses, specific times of use do not need to be immediately submitted. However, a range of dates and times is requested. Please note that times for rentals are inclusive of set up and tear down needed by the renter. Please plan accordingly when filling out the application.
- Certificate of insurance must be attached. Please refer to the General Policies and Procedures section regarding insurance for all requirements.
- Incomplete applications will not be considered.

PROCESS:

- The Park District will assign spaces to organizations after event request forms have been received from organizations requesting usage by the established deadline. Deadlines will be established annually according to the applicable activity and season. There are ever-changing needs within our community, and this guideline is specifically adopted to recognize that no group or organization's use of the Sports Center is "grandfathered in" for future use.
- One-time requests will be granted space after recurring reservations have been assigned, on a first come, first served basis.
- Organizations must designate a single representative from their organization to manage overall scheduling for their organization. The designated representative will be responsible for submitting a master game and practice schedule for their organization to Park District staff.

OTHER CONSIDERATIONS:

- If an organization desires to schedule a tournament, they must do so in accordance with the Tournament Request process established in this document.

APPLICATION DEADLINES:

- Organizations, leagues and individuals requesting use or reservations must submit schedule requests according to the following deadlines:
 - Requests for October – April Submission deadline: July 31
 - Requests for May – September Submission deadline: March 31
- Completed applications should be remitted to Shawn Ludwig at sludwig@fargoparks.com
- Organizations, leagues and individuals requesting recurring use *after the request deadline* must still submit a Fargo Parks Sports Center Reservation Request form and will be evaluated to see if such recurring requests can be accommodated. One-time use requests made after

the above listed deadlines should email requests to Shawn Ludwig directly. One-time use requests made less than two (2) weeks in advance of the rental date may or may not be accommodated.

- Last minute needs by outdoor activities seeking space within the Sports Center due to inclement weather should contact Shawn Ludwig directly to inquire about availability.

PAYMENT OF RENTAL, BILLING AND CONFIRMATION:

- Payment for rentals is due at time of reservation.
- Monthly and Weekly Billing – This option is reserved for priority booking organizations. Eligible organizations for monthly billing will be made at the sole discretion of the Fargo Park District. Organizations wishing to receive monthly billing must have multiple bookings within the year. Payment must be made on the agreed date per invoice. Late payments will affect the following season's allocations.
- Failure to pay and/or submit signed contract will result in loss of use. Payments via cash, check, money order, Visa, MasterCard, Discover or AMX are accepted. Every user has the opportunity to place a credit card number on file with the scheduling office for purposes of automatically paying rental fees. Please contact the scheduling office with any questions.

CANCELLATIONS/REFUND POLICY:

- Cancellations for a one-time use must be made one (1) week or more prior to the date scheduled for a full refund. If the applicant does not give notice of cancellation prior to the one (1) week notice, the applicant will be responsible for the full rental fee.
- Recurring rentals are non-refundable and non-transferable after the Facility Rental Contract has been signed.
- The sole exception to this policy is a situation where the Fargo Park District makes the decision to close the Sports Center due to inclement weather. Please refer to the General Policies and Procedures section regarding inclement weather on how such cancellations will be handled.

General Policies and Procedures

ADMISSION FEES:

- If an organization or individual wishes to charge admission fees to spectators, the Fargo Park District must be notified ahead of time of such intentions to discuss resulting potential impacts on rental costs as well as staffing and operational logistics.
- **Sales Tax on Admission Fees:** Any organization or individual charging admission to an event is required to collect and remit North Dakota sales tax when necessary. Organizations or individuals considering charging admission to an event are encouraged to consult with a lawyer or accountant on whether remittance of sales tax is required.

ADVERTISING/SPONSORS:

- No corporate banners or signs may be displayed within the Sports Center without prior written approval by the Fargo Park District. The Park District currently has exclusive advertising partners in the healthcare and beverage categories. Likewise, at no time will the Park District allow signage that promotes tobacco, alcohol, or anything else deemed inappropriate by the Park District.
- The Fargo Park District asks that any mention of the location of event, whenever possible, is listed as the Fargo Parks Sports Center at the Sanford Sports Complex.

ATHLETIC TRAINING SERVICES:

- As a partner of the Fargo Parks Sports Center, Sanford Health has the first right of refusal to provide all medical services for events taking place within the Sports Center. Individual teams and/or organizations with a pre-existing written contract with an alternative medical provider is permitted to use to their contracted medical provider only to provide services to that team or organization's athletes. The alternative medical provider may not provide services to other teams or organizations' athletes. A copy of the pre-existing contract may be requested by the Sports Center.

CLEANING AND SUPPLEMENTAL SERVICES:

- General cleaning is included in the rental of a space at the Sports Center. However, if after an activity, additional maintenance or clean up is required in excess of normal cleaning services, an additional fee may be charged. Organizations and individuals are encouraged to be a team player and ask staff, officials, coaches, participants and spectators to dispose of all trash in the provided receptacles prior to leaving a space.
- Additional services requested during the course of a rental cannot be guaranteed. In the event the Park District is able to accommodate such requests, the Park District reserves the right to charge supplemental fees for the use of additional amenities, maintenance, security, and labor.

DAMAGES:

- Organizations and individuals renting space are responsible for ensuring that staff, officials, coaches, participants, and spectators in the facility for the rented activity conduct themselves in a manner that is courteous and does not cause damage to the building. Any costs incurred for repairs necessary to the Sports Center resulting from the use of an organization or individuals, including coaches, staff, officials, participants, or spectators, will be the responsibility of the renting organization or individual.

EQUIPMENT PROVIDED:

- The following equipment is provided as part of an organization or individual's rental of a space within the Sports Center:
 - Bases, if requested
 - Basketball hoops
 - Hockey nets, up to 4
 - Pitching mounds and lanes, if requested
 - Soccer goals, up to 2 per quadrant
 - Scorers' tables for games
 - Scoreboards for games
 - Temporary electronic scoreboards for games
 - Volleyball standards and referee stands
- The Fargo Park District does not provide the items listed below. If organizations or individuals wish to utilize such equipment from the Sports Center, they may inquire as to the availability and cost associated with such use. Organizations or individuals who bring any of these items into the Sports Center must ensure such equipment is safe for use. Organizations and individuals assume liability for injuries sustained by any individuals using privately provided equipment.
 - Basketballs
 - Volleyballs
 - Hockey pucks
 - Lacrosse balls
 - Baseballs
 - Softballs
 - Soccer balls
 - Golf balls
 - Pickleballs
 - Pitching machines
 - Half boards for hockey rinks
 - Bumpers for hockey rinks
 - Any other items not expressly listed as provided by the Park District in the section above

FOOD AND BEVERAGE:

FOOD AND NON-ALCOHOLIC BEVERAGES:

- The Fargo Park District employs a full service food and beverage department. As such, the Sports Center does not allow outside food or beverages to be brought into the facility.
- While hours are always subject to change at the Park District's discretion, as a general practice, concession services will be provided as follows:
 - **Public Building Hours:** concessions provided via the main floor concession stand during select hours
 - **Tournaments:** concessions provided via the main floor concession stand until midway through the final game of the day even when such games fall outside public building hours
 - **Non-Tournament Games:** concessions provided until midway through the game even when such games fall outside public building hours
 - **Practices:** concessions services not provided but vending machines throughout the building will be available
 - Opening of the 2nd floor concessions stand will be evaluated on a situational basis
- In addition, no outside food or beverage vendors are allowed to do business at the Sports Center. The Fargo Park District has the first right of refusal for all food and beverage needs within the Sports Center. Should the Park District opt not to provide these services, renters will be provided a list of approved businesses allowed to provide such services at the Sports Center.
- The Fargo Parks food and beverage department also has full catering capabilities. In addition to special event catering, the food and beverage department has boxed lunch options available for pre-order for teams renting a team room during a tournament.

ALCOHOLIC BEVERAGES:

- The sale, provision or consumption of alcoholic beverages within the Sports Center or on Sanford Sports Complex property is strictly prohibited without express permission from the Park District. Organizations or individuals wishing to incorporate alcoholic beverages into a rental must request permission from the Park District. Approval is at the sole discretion of the Park District and will only be approved for areas in which the requesting organization or individual has exclusive use of during the rental period. If approved, an organization or individual will be provided a list of approved vendors allowed to provide such services at the Sports Center.
- Consumption permits for parking lots are not available.

INCLEMENT WEATHER:

- The Park District understands the burden of closing a facility for not only the organization or individual renting the facility, but also for all participants. However, under NO circumstances will the Sports Center be available for use if Park District staff deems weather conditions unsafe.

- The Park District will cancel all school-affiliated activities and rentals if Fargo Public Schools close due to inclement weather on school days.
- The decision to conduct activities will be made by the Park District no later than 1 hour prior to the start of the activity.
- On weekends and non-school days, activities and rentals may be cancelled due to inclement or threatening weather. A decision regarding cancellation will be made no less than one hour before the start of a rental. While the Park District will utilize its own methods of communication for cancellations and/or closures, it will ultimately be up to organizations or individuals renting the facility on that day to convey any changes/cancellations to participants.
- The decision to close the Sports Center resides solely with the Park District. If the Park District makes the decision to close the Sports Center due to inclement weather, all rental fees and deposits will be refunded to the organization or individual based on the unutilized portion of the event. The organization or individual shall remain fully responsible for all rental fees should the Sports Center remain open but the organization or individual elect to not utilize the space due to inclement weather.

INSURANCE:

- All leagues, sports camps, organizations, private renters (depending on the scope of the event) and other groups reserving the Sports Center for single, multi-day or recurring use shall be required to obtain, maintain and provide an original certificate of general liability insurance from a company authorized to do business within the state of North Dakota in the amount of one million, seven hundred fifty thousand dollars (\$1,750,000.00). The following items shall be included on the certificate of insurance:
 - Fargo Park District is named as an additional insured.
 - Location of activities must show on certificate (Fargo Park District)
 - Type of activities must show on certificate (league play, tournaments, etc.)
 - Dates of coverage

LIVESTREAMING:

- The Fargo Park District provides a livestream of events taking place within the Sports Center through a contracted provider. Individual teams and/or organizations with a pre-existing written contract with an alternative livestream provider must provide a copy of the pre-existing contract and receive prior written approval by the Park District in order to use that provider.

LOSS OF USE:

- The Fargo Park District reserves the right to cancel a reservation or rental at any time. Actions which may warrant cancellation include:

- Rental fees and/or required documentation are not submitted or paid by specified deadlines
 - Facility damage is caused by an organization, its staff, officials, coaches, participants or spectators
 - Organization, its staff, officials, coaches, participants or spectators violate any rules, regulations, and laws
 - Organization, its staff, officials, coaches, participants or spectators violate the Fargo Park District discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law
 - Dangerous or violent behavior
 - Progressive disciplinary measures to address behavior problems of staff, officials, coaches, participants or spectators are not established and followed
 - Organization, its staff, officials, coaches, participants or spectators violate regulations as related to food and beverage, advertising, or charge admission fees without prior permission
 - Unauthorized use of alcohol
- Groups/organizations regain their eligibility to rent the facility in subsequent seasons provided the terms and conditions listed in the section above are satisfactorily addressed.

STORAGE:

- Organizations and individuals may NOT store items at the Sports Center before or after an event without prior written permission from the Park District.

THIRD-PARTY VENDORS:

- Any tournament, rental or event that wishes to have third-party vendors at their event may only do so with written permission from the Fargo Park District. Requests to have vendors must be made at least two (2) weeks in advance of event. A list of vendors must accompany request or be provided at least two (2) weeks in advance of event. The Park District reserves the right to deny any vendor who may violate Park District policies. The Fargo Park District may assess fees for vendor space at the Park District's discretion.
- **Sales Tax on Vendor Sales:** Each vendor is responsible for collecting and remitting North Dakota sales tax on all sales made. Vendors may find forms and information at 701-328-3470 or <https://www.nd.gov/tax/salesanduse/forms>