

USE OF DISTRICT FACILITIES FOR OTHER THAN SCHOOL PURPOSES

West Fargo Public Schools may permit the use of district facilities by individuals or outside organizations (hereinafter referred to as "clients").

General Guidelines

1. The use of district facilities is governed by a specified department or building manager. Department and building management staff will coordinate with additional district employees when necessary.
 - a. School buildings and turf fields are under the general supervision of the Buildings & Grounds Department.
 - b. The Hulbert Aquatic Center (HAC) and the West Fargo Sports Arena (WFSA) fall under the general supervision of their respective building management structure.
2. Only the Superintendent of Schools may negotiate rental contract terms and conditions.
3. Use of the facilities by clients does not constitute an endorsement by West Fargo Public Schools.
4. Any renter that violates the terms of the rental contract with the district or this policy may be denied future rental privileges for a period consistent with the nature of the violation.
5. Any client using district facilities shall, in writing, indemnify and save harmless the School District, and any employees of West Fargo Public Schools, from any loss, damage, liability or expense that may arise during, or be caused in any way by, the use or occupancy of the facility. In the event something does occur, the client will be held liable.
6. All use of district facilities shall comply with all state and local fire, health, safety, and police regulations.
7. No pets, drinking of alcoholic beverages, use of tobacco products, gambling (unless a license is secured) or possession of weapons shall be permitted in district facilities or on district grounds.
8. Clients must comply with the sex offender on school property provisions contained in NDCC 12.1-32-15 and 12.1-20.
9. Clients will conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restrictive by reason of race, creed or color.
10. The use of any district equipment must be requested at the time of application and will be approved based on a building's available resources. Facility renters are generally responsible for bringing their own equipment.
11. No permanent signs, banners, pennants or the like may be placed in/on district facilities or grounds by any group, without prior permission from the Buildings & Grounds Department or HAC/WFSA building management. Use of temporary signage during the hours specified within the rental agreement must be requested at time of application and requires prior permission from the Buildings & Grounds Department or HAC/WFSA building management.
12. Facility use calendars shall be maintained for every facility within the district. These calendars will include all school and non-school activities, and will be viewable by the public.

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APPLICATIONS & RENTAL CONTRACTS FOR SCHOOL BUILDINGS

1. West Fargo Public Schools makes its elementary, middle, and high school facilities available for public use, with some exceptions to availability. School buildings are closed to all outside organizations from May 15 – September 15 and during non-instructional weekdays during the school year (vacations, professional development days, and holidays). These parameters do not apply to events scheduled by the district's activities departments, or events that are directly affiliated with the district (PTO/PTA, Packer Backers, Mustang Boosters, WFEA, School Board, district-level hosted events, etc.)
 - a. West Fargo Public Schools opens their gymnasiums, commons, libraries, and locker rooms at all schools.
 - b. The hours of use on school days (excluding Wednesdays when facilities are not available for rent) shall be restricted to the period from 6:00PM – 9:00PM at elementary schools and 8:00PM – 10:00PM at middle schools. The high schools are not available Monday – Friday, but setup arrangements may be made with the Facilities Rental Program at the time of application. The hours of use on weekends shall be restricted to the period of 6:00AM – 11:00PM at all schools.
2. All clients must submit a rental application to the Facilities Rental Program for the use of a school facility at least five business days in advance of the desired use date(s). Team/organization rosters must be submitted in conjunction with an application if an organization feels they may be eligible for the WFPS student discount (see Regulations – Fee Structure 5B).
3. Applications can be submitted at any time throughout the year and will be reviewed as they are received by the Facility Rental Program. The utilization of three processing timeframes throughout the year allows the district to assign space based on the best utilization possible, rather than on a first-come, first-serve basis.
 - All applications will be processed according to the following timeline:
 - September 16 – September 30 events are processed the second week in September
 - October 1 – December 31 events are processed the third week in September
 - January 1 – May 14 events are processed the fourth week in November
4. Applications may be referred to another school facility if the requested facility is unavailable or inappropriate for the purposes of the requesting client.
5. Once the application has been approved by all appropriate parties within the district, a rental contract will be issued, and the event will be added to the appropriate district calendar(s).
6. The rental contract must be electronically signed by the client at least 24 hours in advance of the desired use date in order to avoid cancellation of reservations and/or the rental contract. Use of a West Fargo Public Schools space will not be permitted without a signed contract.
7. Cancellation of any event is permitted. In order to avoid a penalty, the cancellation notice must be received at least 24 hours in advance. After the second time the client does not notify the Facility Rental Program and does not arrive for a scheduled event, the entire contract will be terminated. Deviations from this guideline may be permitted by the Facility Rental Program.
8. Once a rental contract is drafted, the only allowable changes are cancellations of confirmed dates, as referenced in #7 above. Any other change (date/time/location/equipment) must be done through the submission of a new application and will result in the loss of currently reserved space.

9. Use of the facilities shall not be permitted to interfere with the operation of the schools or with school activities. School-sponsored activities always take precedence, even when scheduled after the signing of a facility rental contract.
10. Equal rights and privileges shall be accorded to all clients seeking space.
11. No one client will be allowed to monopolize the use of any facility. No contract will be signed for more than two 60-minute sessions per week for the same purpose. Deviations from this guideline may be permitted at the discretion of Facility Rental Program once all other requests for the space have been acted upon.
12. Use of the facilities by clients is automatically cancelled when schools must be closed due to inclement weather or other conditions.
13. An event manager is required to be present at every reservation, whether for ongoing practices, or for a large event. The event manager is responsible for enforcing all district policies and expectations related to facility rentals, as well as being the point of contact for potential district questions and concerns. Event manager information will be collected, in addition to the client's, on all facility rental applications and will be shared with district event staff as appropriate.
14. In no instance may a signed rental contract be transferred from one client to another.

Respectful Use of Space in School Buildings

As indicated in West Fargo Public Schools "Use of District Facilities for other than School Purposes – Guideline 9," clients are expected to conduct activities and use the space(s) in a respectful and orderly manner. It is expected that all clients will show respect to the building, staff, equipment, and each other when utilizing the space for their contractual period.

Specific examples of the expectations that need to be followed include, but are not limited to:

- Requesting any necessary equipment or set-up needs at time of application and adhering to a contract once it has been created and signed
- Appropriate adult supervision of all children and participants
- Refraining from bouncing, kicking, or passing balls in any area other than a gymnasium
- Not attempting to alter the current state of the gymnasium bleachers upon arrival
- Not impeding on other clients' use of the space by arriving early, staying late, or invading any space that is in current use by another client
- Occupying your designated space only for the time indicated on your contract - you cannot use any additional spaces or times than what is listed on your contract
- Not climbing on chairs, tables, shelves, or other structures that may prove dangerous or cause damage to school property
- Recognizing that a space is being used by another client and providing them a comfortable and respectful level of space and noise to have a positive experience
- Not impeding on the building staff's district and facility-level responsibilities
- Keeping exterior and interior doors closed at all times
- Using appropriate volume levels
- Picking-up any equipment you have been approved for use
- Addressing spills, messes, and damages in a timely manner and with appropriate action
- Speaking to all building occupants in a respectful tone, without the use of derogatory, insulting, or hateful language
- Notifying the Facilities Rental Program at least 24 hours in advance of a cancellation

Consequences

Upon notification of a client's misuse of space (including those mentioned above), the Facility Rental Program will contact the client in question to discuss the issue. **One warning will be given for the first infraction; any subsequent infractions will result in the loss of space for the remainder of the contractual period.** As indicated in West Fargo Public Schools "Use of District Facilities for other than School Purposes – Guideline 4," a client who violates the terms of the rental contract can also be denied future privileges at the discretion of the Facility Rental Program.

APPLICATIONS & RENTAL CONTRACTS FOR HULBERT AQUATIC CENTER

1. West Fargo Public Schools makes its Hulbert Aquatic Center (HAC) available for public use, with some exceptions to availability: New Year's Day, Easter weekend, Memorial Day, Independence Day, Labor Day, Veterans Day/Observance, Thanksgiving Day, Christmas Eve, and Christmas Day.
2. The hours of operation on weekdays are 5:00 AM – 9:00 PM. The hours of operation on Saturdays are 9:00 AM – 6:00 PM and 12:00 PM – 6:00 PM on Sundays. Deviations from these hours of operation may occur with prior approval from the Aquatics Director.
3. Hulbert Aquatic Center offers to the public the use of the competition pool, lesson pool, two classrooms, locker rooms, and mezzanine.
4. Any individual or group looking to utilize the pool or dry spaces for an organized activity or event must submit a rental application to Hulbert Aquatic Center at least **15 business days** in advance of the desired use date(s).
5. Rental applications must be submitted via the online form on Hulbert Aquatic Center webpage or through the clients online rental portal. All applications will be reviewed and processed by staff as they are received.
 - a. As requests are processed, clients will receive login credentials to access your online client portal to view invoices, edit contact information, and process payments.
6. As schedules allow, requests for the use of the Hulbert Aquatic Center may be submitted up to one year in advance of the desired use date(s). Contracts that extend multiple years must be approved by the Aquatics Director and West Fargo Public Schools Business Department.
7. Once the application has been approved by all appropriate parties within the facility, an electronic rental contract will be issued, and the event will be added to the appropriate district calendar(s).
8. The rental contract must be electronically signed by the client at least **10 business days** in advance of the desired use date in order to avoid the cancellation of the event contract and a cancellation fee. Use of a West Fargo Public Schools' space, including Hulbert Aquatic Center, will not be permitted without a signed contract.
9. Any cancellation following the submission of a signed contract will result in the assessment of a cancellation fee to be paid by the client.
10. Requested changes to a contract will be reviewed and acted upon by staff. Any agreed-upon changes to an already-signed contract will result in administrative fees, as indicated in ABBB-E2: Fee Structure for Hulbert Aquatic Center.
11. All displays relating to sportsmanship, team spirit, results, and event information must be checked in at the front desk and approved by the Aquatics Director (or appointed representative) prior to the start of the event.
 - a. All team posters and mascot displays must be professionally printed on vinyl with grommets for hanging. Paper posters or banners are prohibited from being displayed.
 - b. All team awards or gifts (vases, picture frames, etc.) presented during an event must be glass free.
 - c. Hulbert Aquatic Center is an adhesive-free building. The use of tape, Command™ strips, poster putty, etc. is strictly prohibited. Please see the Aquatics Director to discuss an alternative hanging option to meet your needs.
 - d. The use of adhesive products will result in a per-piece fee of \$25 to be assessed in the client's final invoice (Ex: two violations is \$50, three violations is \$75, etc.).
 - e. Helium balloons, streamers, confetti, and glitter are strictly prohibited. If necessary, please see the Aquatics Director for approval on decorations.

12. The use of outside equipment is not allowed unless prior written approval by the Aquatics Director (or appointed representative).
13. Outside food and beverages are not allowed unless prior written approval by the Aquatics Director (or appointed representative) is granted. Renters are prohibited from supplying food and beverage items to the general public and/or patron during their contract duration.
14. Hulbert Aquatic Center reserves the right to provide its own vendors for any scheduled and contracted events.
 - a. Any vendor attending a contracted event on the Hulbert Aquatic Center property must be approved by the Aquatics Director (or appointed representative) and indicated within the signed contract.
 1. Three vendor spaces are available per contract.
 2. Booth specifications will be provided by Hulbert Aquatic Center prior to the event.
 - b. Contact information for all approved vendors must be provided to the facility 15 days prior to the event.
 - c. All approved food vendors must provide a valid copy of their required Cass County Public Health license.
15. The use of the Hulbert Aquatic Center shall not be permitted to interfere with already scheduled operations of the facility or with school-based activities. Exceptions can be made for large events at the discretion of the Aquatics Director.
16. The use of the facility by clients is canceled when schools must be closed due to inclement weather or other conditions. West Fargo Public Schools grants the Aquatics Director the authority to cancel events and/or close the facility due to inclement weather on non-school days.
17. Hulbert Aquatic Center reserves the right to cancel/terminate all events due to facility mechanical failure.
18. An event manager is required to be present at all large-scale events hosted by West Fargo Public Schools (inclusive of high school athletic events) and large event rentals. An event manager will be scheduled by Hulbert Aquatic Center, at the cost to the client.
 - a. The event manager is responsible for enforcing all district policies and expectations related to the use of Hulbert Aquatic Center, as well as being the point of contact for potential questions and concerns.
19. In no instance may a signed rental contract be transferred from one client to another.
20. All attendees, regardless of age, are subject to complete a swim test prior to utilizing the competition pool.
21. All private coaching, training, and private swim lessons must be conducted under a signed rental contract.

Additional Guidelines for Large Event Rentals

Large event rentals (LERs) are available for large-scale or multiple day events and have the option to rent the competition pool, lesson pool, locker rooms, meet management room, and the mezzanine.

1. Rental applications for the use of the entire Hulbert Aquatic Center facility must be submitted to Hulbert Aquatic Center at least **six weeks** in advance of the desired use date(s).
2. An event schedule should be submitted at the time of application, or a minimum of **six weeks** in advance of the desired use date(s).
 - a. A final, detailed event itinerary must be submitted to the Aquatics Director (or appointed representative) a minimum of **five days** prior to the desired use date(s).

- This must include; event schedule, warm-up durations and space allocation, locker room usage/ assignments, and additional hospitality requests/deliveries.
3. Rentals of Hulbert Aquatic Center dry spaces (classrooms, conference room, office/viewing rooms, dryland training room, etc.) are not included in the LER, but can be reserved for an additional cost.
 4. If a client wishes to reserve a classroom for hospitality purposes, details must be submitted with the rental contract. Additional hospitality specifications (catering deliveries, room prep, etc.) must be prearranged and approved by staff within five days prior to the event start.
 5. The dryland training room requires the supervision of a qualified coach or personal trainer; certifications must be presented to the Aquatics Director at the time of application.
 - a. The dryland training room may be rented by clients for use other than training purposes (officials or team meetings, etc.). This type of rental will need to be approved by the Aquatics Director prior to the issuing of a formal event contract. The use of training equipment is strictly prohibited.
 6. Hulbert Aquatic Center timing system is available for large scale events at an additional cost. Hulbert Aquatic Center staff will operate the timing system and scoreboard.
 - a. The client is required to provide the Hy-Tek™ operator and any additional staff required for the event (timers, officials, announcers, diving score tracker, etc.).

Respectful Use of Space in Hulbert Aquatic Center

As indicated in West Fargo Public Schools “Use of District Facilities for other than School Purposes – Guideline 9,” clients are expected to conduct activities and use the space(s) in a respectful and orderly manner. It is expected that all clients will show respect to the building, staff, equipment, and each other when utilizing the space for their contractual period.

Specific examples of the expectations that need to be followed include, but are not limited to:

- No glass allowed within the facility (ceramic cups, glass mugs, picture frames, vases, etc.)
- No street shoes allowed on the pool deck.
- Image recording devices may not be used in the locker room or restroom.
- Roughness, running, pushing others, climbing or hanging on equipment, snapping towels, or any other roughhousing actions are not permitted.
- Abiding by the guidelines related to the display of sportsmanship, team spirit, results, and event information (see “Applications & Rental Contracts for Hulbert Aquatic Center - Guideline 11”).
- Requesting all necessary equipment before a contract is signed. Failure to request may result in a contract alteration fee and/or risk of equipment not being available for use.
- Any individual not fully toilet trained MUST wear a swim diaper. Disposable and properly fitted reusable swim diapers are permitted. Reusable swim diapers must be changed and properly laundered after every use.
- No inflatable devices or water toys (balls, water wings, spray guns, innertubes, etc.) are allowed.
- Hulbert Aquatic Center does not provide guests with towels or locks. Guests are encouraged to use on-site lockers to store personal items. Locks are not provided for the on-site lockers, but locks can be brought by patrons. Items cannot be stored overnight in lockers.
- Hulbert Aquatic Center is not responsible for lost, stolen or damaged items.
- Appropriate swimwear is required to help ensure the health and safety of all users. Swimmers must be attired in swimsuits, which must include linings and have adequate coverage. Specific swimwear regulations can be found on the facilities website.

- Not impeding other clients' use of the space by arriving early, staying late, or invading any space that is in current use by another client.
- Occupying your designated space only for the time indicated on your contract - you cannot use any additional spaces or times than what is listed on your contract.
- Not climbing on chairs, tables, shelves, exposed structural elements, diving boards, railings, lane lines, scoreboards, or other structures that may prove dangerous or cause damage to facility property.
- Recognizing that space is being used by another client and providing them a comfortable and respectful level of space and noise to have a positive experience.
- Not impeding the building staff's district and facility-level responsibilities.
- All facility equipment must be returned to its proper storage location after use.
- Addressing spills, messes, and damages in a timely manner and with the appropriate action.
- Speaking to all building occupants in a respectful tone, without the use of derogatory, insulting, or hateful language.
- Respecting the requests and commands made by staff, including lifeguards, and custodians.

Consequences

Upon notification of a client's misuse of space (including those mentioned above), the Aquatics Department will contact the client in question to discuss the issue. **One written warning will be given for the first infraction; any subsequent infractions will result in the loss of space for the remainder of the contractual period.** As indicated in West Fargo Public Schools "Use of District Facilities for other than School Purposes – Guideline 4," a client who violates the terms of the rental contract can also be denied future privileges at the discretion of the Aquatics Department.

Applications & Rental Contracts for West Fargo Sports Arena

1. West Fargo Public Schools makes its West Fargo Sports Arena (WFSA) available for public use, with some exceptions to availability. The WFSA is available year-round, with the exception of: Labor Day, Veteran's Day/Observance, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Easter weekend, Memorial Day, and Independence Day.
2. The facility's hours of operation and its available rental hours are 6:00AM – 11:00PM each day. The facility is open to the general public from 8:00AM – 5:00PM, Monday – Friday. Deviations from these hours of operation may occur with prior approval from the Arena Manager.
3. West Fargo Sports Arena offers to the public the use of the main rink, auxiliary rink, community room, locker rooms, concession stand, and upper/lower lobby.
4. All clients must submit a rental application to the West Fargo Sports Arena Manager for the use of a West Fargo Sports Arena space at least **15 business days** in advance of the desired use date(s).
5. As schedules allow, requests for the use of the West Fargo Sports Arena may be submitted up to one year in advance of the desired use date(s).
6. Applications must be submitted via the online form on the West Fargo Sports Arena webpage of the district's website and will be reviewed by the Arena Manager as they are received.
7. Once the application has been approved by all appropriate parties within the district, an electronic rental contract will be issued, and the event will be added to the appropriate district calendar(s).
8. The rental contract must be electronically signed by the client at least **10 business days** in advance of the desired use date in order to avoid the cancellation of the event contract and a cancellation fee. Use of a West Fargo Public Schools space, including West Fargo Sports Arena, will not be permitted without a signed contract.
9. Any cancellation following the submission of a signed contract will result in the assessment of a cancellation fee to be paid by the client. Cancellations occurring more than five business days before the event will result in a cancellation fee determined by the Arena Manager based on the size, timing, and allocated resources of the event. Cancellations occurring within five business days of the scheduled event will result in a cancellation fee equal to 100% of the costs indicated in the original contract. Deviations from this guideline may be permitted by the Arena Manager.
10. Requested changes to a contract will be reviewed and acted upon by the Arena Manager.
11. All displays relating to sportsmanship, team spirit, results, and event information must be checked in with the front desk and approved by the Arena Manager or Arena Supervisor prior to the start of the event; he/she will discuss hanging options to meet your needs.
12. Use of outside equipment must be requested at time of application and approved by the Arena Manager via the creation of an event contract.
13. The request for use of the facility's concession stand will be facilitated by the building staff at the discretion of the Arena Manager. If utilized, the concession stand will be employed by West Fargo Sports Arena staff, with all revenue being granted to the facility and not the client.

14. Use of the West Fargo Sports Arena shall not be permitted to interfere with already scheduled operations of the facility or with school-based activities. Exceptions can be made for large events at the discretion of the Arena Manager.
15. Use of the facility by clients is automatically cancelled when schools must be closed due to inclement weather or other conditions. The Arena Manager has the authority to cancel events and/or close the facility due to inclement weather on non-school days.
16. An event manager is required to be present at every reservation, whether for ongoing practices, or for a large event. The client is responsible for providing an event manager. The event manager is responsible for enforcing all district policies and expectations related to the use of the West Fargo Sports Arena, as well as being the point of contact for potential questions and concerns. Event manager information will be collected, in addition to the client's, on all rental applications and will be shared with West Fargo Sports Arena event staff as appropriate.
17. In no instance may a signed rental contract be transferred from one client to another.

Guidelines for Use of an Ice Rink

1. The use of an ice rink includes the use of the locker rooms. One locker room is assigned per team scheduled to use a rink.
2. Each paid rental is guaranteed a fresh sheet of ice at the start of their reservation. Any additional resurfaces during the session count as fifteen minutes of the contracted rental time.

Additional Guidelines for Large Facility Rentals

Large event rentals (LFRs) are available for large-scale events and include the use of the main rink, auxiliary rink, concession stands, upper/lower lobby, locker rooms, and community room.

1. Rentals applications for the use of the entire West Fargo Sports Arena must be submitted to the Arena Manager at least **six weeks** in advance of the desired use date(s).
2. An event itinerary must be submitted at the time of application, or a minimum of **six weeks** in advance of the desired use date(s).

Respectful Use of Space in West Fargo Sports Arena

As indicated in West Fargo Public Schools "Use of District Facilities for other than School Purposes – Guideline 9," clients are expected to conduct activities and use the space(s) in a respectful and orderly manner. It is expected that all clients will show respect to the building, staff, equipment, and each other when utilizing the space for their contractual period.

Specific examples of the expectations that need to be followed include, but are not limited to:

- No glass allowed within the facility
- Abiding by the guidelines related to the display of sportsmanship, team spirit, results, and event information (see "Applications & Rental Contracts for West Fargo Sports Arena - Guideline 11").

- Requesting all necessary equipment before a contract is signed. Failure to request may result in additional fee and/or risk of equipment not being available for use.
- Appropriate adult supervision of all children and participants
- Not impeding other clients' use of the space by arriving early, staying late, or invading any space that is in current use by another client
- Occupying your designated space only for the time indicated on your contract - you cannot use any additional spaces or times than what is listed on your contract
- Not climbing on chairs, tables, shelves, exposed structural elements, compromising the integrity of the arena glass and boards, railings, scoreboards, or other structures that may prove dangerous or cause damage to facility property
- Recognizing that a space is being used by another client and providing them a comfortable and respectful level of space and noise to have a positive experience
- Not impeding the building staff's district and facility-level responsibilities
- Keeping exterior and interior doors closed at all times
- Using appropriate volume levels
- Picking-up any equipment you have been approved for use
- Addressing spills, messes, and damages in a timely manner and with appropriate action
- Speaking to all building occupants in a respectful tone, without the use of derogatory, insulting, or hateful language
- Respecting the requests and commands made by West Fargo Sports Arena staff, including ice technicians, custodians, and coaches

Consequences

Upon notification of a client's misuse of space (including those mentioned above), the Arena Manager will contact the client in question to discuss the issue. **One warning will be given for the first infraction; any subsequent infractions will result in the loss of space for the remainder of the contractual period.** As indicated in West Fargo Public Schools "Use of District Facilities for other than School Purposes – Guideline 4," a client who violates the terms of the rental contract can also be denied future privileges at the discretion of the Arena Manager.

ARTIFICIAL TURF FIELD REGULATIONS**Applications**

- 1) West Fargo Public Schools makes its artificial turf fields at West Fargo High School and Sheyenne High School available for public use, with some exceptions to availability. Artificial turf fields are closed to all outside organizations from October 15 – April 15 and during non-instructional weekdays during the school year (vacations, professional development days, and holidays). These parameters do not apply to events scheduled by the district's activities departments, or events that are directly affiliated with the district (PTO/PTA, Packer Backers, Mustang Boosters, WFEA, School Board, district-level hosted events, etc.)
 - a. The hours of use on school days (excluding Wednesdays, when facilities are not available for rent) shall be restricted to the period from 7:00PM – 10:00PM. The hours of use on weekends shall be restricted to the period of 6:00AM – 11:00PM at all fields.
 - b. To help maintain the quality of our artificial turf fields, field closures may be scheduled at certain sites throughout the year to allow for field maintenance and renovation. While such closures will attempt to be scheduled well in advance, the condition of the facility and the health and safety of our students, staff, and clients takes ultimate priority in the management of our fields.
- 2) All clients must submit a rental application to the Facility Rental Program for the use of an artificial turf field at least fifteen business days in advance of the desired use date(s). Team/organization rosters must be submitted in conjunction with an application if an organization feels they may be eligible for the WFPS student discount (see ABBB-AE 4: Fee Structure for Artificial Turf Fields).
- 3) Equal rights and privileges shall be accorded to all clients seeking space; no one client will be allowed to monopolize the use of any facility.
- 4) Applications can be submitted at any time throughout the year and will be reviewed as they are received by the Facility Rental Program. The utilization of two processing timeframes throughout the year allows the district to assign space based on the best utilization possible, rather than on a first-come, first-serve basis.
 - All applications will be processed according to the following timeline:
 - April 16 – July 31 events are processed the fourth week in February
 - August 1 – October 14 events are processed the first week in June
- 5) Applications may be referred to another school facility if the requested facility is unavailable or inappropriate for the purposes of the requesting client.
- 6) Use of the facilities shall not be permitted to interfere with the operation of the schools or with school activities. School-sponsored activities always take precedence, even when scheduled after the signing of a facility rental contract.

Contracts

- 1) Once the application has been approved by all appropriate parties within the district, a rental contract will be issued, and the event will be added to the appropriate district calendar(s).
 - a. The rental contract must be electronically signed by the client at least ten business days in advance of the desired use date in order to avoid cancellation of reservations and/or the rental contract. Use of a West Fargo Public Schools space will not be permitted without a signed contract.
 - b. In no instance may a signed rental contract be transferred from one client to another.

- c. Once a rental contract is drafted, the only allowable changes are cancellations of confirmed dates, as referenced below. Any other change (date/time/location/equipment) must be done through the submission of a new application and will result in the loss of currently reserved space.
- 2) Cancellation of any event is permitted. In order to avoid a penalty, the cancellation notice must be received at least five business days in advance. Cancellations submitted after this time will result in loss of the deposit.
 - a. Use of the facilities by clients is automatically cancelled when schools must be closed due to inclement weather or other conditions.
 - b. The artificial turf fields are not to be used in rain, wet, frost, or frozen conditions. Cancellation of events in these conditions will be at the discretion of the Facility Rental Program and Buildings and Grounds Department, dependent on the following:
 - i. If a footstep leaves an impression on the turf or if the grass is easily removed with a cleat
 - ii. Standing puddles of water are present, or the ground is water-logged
 - iii. Footing is inconsistent and slippery
 - iv. Lightning and/or thunder are present
 - v. Severe weather warnings are in effect
 - vi. The field is frozen or frosted over
 - vii. General unsafe facility conditions due to inclement weather
- 3) An event manager is required to be present at every reservation, whether for ongoing practices, or for a large event. The event manager is responsible for enforcing all district policies and expectations related to facility rentals, as well as being the point of contact for potential district questions and concerns. Event manager information will be collected, in addition to the client's, on all facility rental applications and will be shared with district event staff as appropriate.

Field Usage

1. Only officials, field supervisors, coaches, and players are permitted on the field and surrounding track. There are to be no bicycles, skateboards, rollerblades, recreational vehicles, or animals within the complex.
2. West Fargo Public Schools will provide a designated field supervisor to be on site during field use.
 - a. The field supervisor will assure that a qualified individual will operate the use of equipment. The field supervisor, as a representative of the Facility Rental Program, will make all administrative-level decisions during the event in relation to weather and field quality. They will consult with the Facility Rental Program and/or Buildings & Grounds Department prior to discontinuance of field use to any client displaying inappropriate use.
 - b. The client will be responsible for the cost of the field supervisor, as indicated in the associated fee structure and reflected in the facility rental contract.
3. The client and all field participants are to wear the required footwear at all times on the artificial turf field.
 - a. Participants, coaches, and officials must wear molded sole shoes, rubber cleats, or tennis shoes on the artificial turf field.
 - b. The use of spiked and/or metal cleats is strictly prohibited.

- c. Designated crossing mats will be provided for areas over the track. It is expected that all participants, coaches, and officials utilize the crossing mats when approaching/leaving the field.
 - i. The placement and removal of the crossing mats will be the responsibility of the field supervisor.
 4. Substances that may stain or clog the artificial turf field are strictly prohibited. This includes, but is not limited to, sunflower seeds, glass, chewing gum, candy, food, crepe paper, coffee, soft drinks, and petroleum jelly. Such substances must be kept outside of the playing area fence; only water is allowed on the turf field. Run-through signage may be utilized by a cheer squad on the track surrounding the artificial field turf. An automatic charge of \$200, in addition to custodial staff costs, will be assessed to the client for cleanup of such prohibited debris.
 5. The use of grills (charcoal, gas, or wood), fireworks, or other explosive devices are prohibited. There is to be no burning of any material on school property.
 6. The use of sharp objects or golf clubs on the artificial turf field is prohibited.
 7. Marking, lining, or painting on the track, turf, or other facility surfaces is prohibited.

Respectful Use of Artificial Turf Fields & Surrounding Complex

As indicated in West Fargo Public Schools “Use of District Facilities for other than School Purposes – Guideline 9,” clients are expected to conduct activities and use the space(s) in a respectful and orderly manner. It is expected that all clients will show respect to the building, staff, equipment, and each other when utilizing the space for their contractual period. Specific examples of the expectations that need to be followed include, but are not limited to, those listed below.

Upon notification of a client’s misuse of space (including those mentioned above), the Facility Rental Program will contact the client in question to discuss the issue. **One warning will be given for the first infraction; any subsequent infractions will result in the loss of space for the remainder of the contractual period.** As indicated in West Fargo Public Schools “Use of District Facilities for other than School Purposes – Guideline 4,” a client who violates the terms of the rental contract can also be denied future privileges at the discretion of the Facility Rental Program.

FEE STRUCTURE FOR SCHOOL BUILDINGS

1. Use of the facilities shall not result in additional costs to the district.
2. All rentals will be invoiced within one business day of receiving your signed electronic rental contract and the invoice will be available to view in your online client portal. Payment must be submitted in full via credit card through you online client portal at least 24 hours prior to the start of your rental contract. If you need to pay via cash, check, or other special accommodations, requests must be submitted to the Facility Rental staff and approved prior to signing your contract.
 - a. For clients with approved special accommodations requests, invoices will be issued five business days before the end of each month or immediately following the conclusion of the event. All invoices will be available to view in your online client portal. These invoices must be paid in full prior to the end of the month. Credit card and check payments are accepted; credit card payments (Mastercard, Visa, Discover, and American Express) must be processed through your online client portal. If paying via check, please submit payment directly to Hulbert Aquatic Center Administrative Offices to be processed by facility staff prior to the last business day of the month.
3. West Fargo Public Schools adheres to the following fee structure relative to facility use agreements:

Space	Hourly Rate	Daily Max Rate
Commons	\$50.00	\$200.00
Gymnasium (1 Court)	\$50.00	\$200.00
Library Media Centers	\$30.00	\$120.00
Locker Room	\$25.00	\$100.00
Staff	Rate	
Event Manager	0-9	\$100
	10+ hours	\$150
	Multiple Day Event	\$175/day
Custodian	\$35.00/hour	No maximum
Weekend Security	---	\$40.00/location

4. The above table indicates the current fee structure for rentable spaces, with two noted exceptions:
 - a. Clients that are directly associated with or sponsored by the school district are exempt from the stated fee structure. Examples of such clients include the School Board, district administration, school-based student activities (athletics, fine arts, intramurals, clubs, groups, etc.), professional education associations, PTA/PTO, Packer Backers, and Mustang Boosters.
 - b. Events that are comprised of at least 85% WFPS students are eligible to receive up to two 60-minute contracted slots per week for free. Any slots contracted above and beyond the initial two slots, will be discounted at the rate of 50% off the stated fee

structure. Team/organization rosters must be submitted before an application is processed and/or a discount is provided.

5. Staff fees are non-negotiable and not eligible for discounts. Staff fees are assessed for all large-scale and weekend events.

FEE STRUCTURE FOR HULBERT AQUATIC CENTER

Admission Prices

1. Admission and/or passes do not guarantee the use of the entire facility.
2. There may be times when events will take place and no open/lap swim time is available.
3. Open/lap swim will be assigned to dedicated areas of the pool and patrons agree to adhere to such designations and to follow the Hulbert Aquatic Center (HAC) staffs' direction at all times.
4. Admission to the HAC is a privilege that may be revoked for violation of such rules.
5. Family passes may be used for two adults and up to four children under the age of 18, residing in the same household.
6. Punch cards are available to purchase for facility programs. One punch per visit is required when using a punch card.
 - a. Daily open/lap swim punch cards are not permitted as entry into instructed aquatics programs (water aerobics, yoga, ticketed events, etc.)
7. All patrons entering the facility for open/lap swim must pay general admissions fee if entering the water.

Rate	Option	Price
Daily Rate	Standard	\$3.00
	WFPS Student	\$2.00
	WFPS Employee	\$2.00
	Senior (60+ Years)	\$2.00
	Military (w/ID)	\$2.00
	Family	\$10.00
Punch Card	Standard	\$27.00
(10 Punches)	WFPS Student	\$18.00
	WFPS Employee	\$18.00
	Military (w/ID)	\$18.00
	Senior (60+ Years)	\$18.00
	Family	\$90.00
Season Pass	Standard	\$73.00
(3 months)	WFPS Student	\$58.00
	WFPS Employee	\$58.00
	Military	\$58.00
	Senior (60+ Years)	\$58.00
	Family	\$153.00

Facility Rental Fees

1. Large Event Rentals: Invoices will be issued on the first full business day after your event concludes. All invoices will be emailed to the primary contact listed on the event contract, and payment is required in full within 15 business days of receiving your invoice. Credit card and check payments are accepted; credit card payments (Mastercard, Visa, Discover, and American Express) must be processed through your online client portal. If paying via check,

please mail all checks to Hulbert Aquatic Center (620 7th Ave East, West Fargo, ND 58078) to be processed by our facility staff.

2. Monthly Practice Rentals: Invoices will be issued five business days before the end of each month. All invoices will be available to view in your online client portal. These invoices must be paid in full prior to the end of the month. Credit card and check payments are accepted; credit card payments (Mastercard, Visa, Discover, and American Express) must be processed through your online client portal. If paying via check, please submit payment directly to Hulbert Aquatic Center Administrative Offices to be processed by facility staff prior to the last business day of the month.
3. Party Rentals/ Private Lane Rentals/ Dry Space Rentals: Invoices will be issued within one business day of receiving your signed electronic rental contract and the invoice will be available to view in your online client portal. Payment must be submitted in full via credit card on your online client portal at least 24 hours prior to the start of your rental contract. If you need to pay via cash or check, special accommodation must be prearranged with the facility at least 48 hours prior to the start of your rental contract.
4. Clients that are directly associated with or sponsored by the school district are exempt from the stated fee structure. Examples of such clients include the School Board, district administration, school-based student activities (athletics, fine arts, intramurals, clubs, groups, etc.), professional education associations, PTA/PTO, Packer Backers, and Mustang Boosters.
5. The use of Hulbert Aquatic Center and its associated spaces shall not result in additional costs to the district.
6. Any rental outside normal open/lap swim hours will be assessed a lifeguard fee per hour of the rental, in addition to the rental fees. The number of lifeguards required will be up to the discretion of the Aquatics Director (or appointed representative) based on the expected number of participants.

Competition & Lesson Pool Rentals

Some rentals may require additional staffing; cost adjustments will be made as needed and agreed upon at the time of contract creation.

Space	Duration	Price
Lesson Pool (1 Lane)	Hourly	\$10.00
Lesson Pool (½)	Hourly	\$30.00
Lesson Pool (All)	Hourly	\$125.00
Lesson Pool (All)	Half Day Max 6hrs	\$500
Lesson Pool (All)	Full Day Max 6+hrs	\$1000
Diving Well (1 Set of Boards)	Hourly	\$30.00
25 Yard (1 Lane)	Hourly	\$15.00
50 Meter (1 Lane)	Hourly	\$25.00
Lifeguard	Hourly	\$25.00

Large Event Rentals (LERs)

Daily maximum rates are assessed for events that last a minimum of six hours and a maximum of ten hours. Any events lasting less than six hours will be assessed the half-day fee.

Space	Duration	Price
Large Event Rentals (One Host)	Half Day	\$1,000.00

One 25-yard (Competition Pool - 10 Lanes, including diving well & 6 warmup lanes) 50 meters (Competition Pool, 10 lanes)		
	Day	\$2,500.00
Large Event Rentals (Multiple Hosts; Fee Per Host) One 25-yard (Competition Pool - 10 Lanes, including diving well & 6 warmup lanes) 50 meters (Competition Pool, 10 lanes)	Half Day	\$650.00
	Day	\$1,625.00
Large Event Rentals (One Host, Two 25-yard Competition Pools, up to 20 lanes)	Half Day	\$1,500.00
	Day	\$3,000.00
Large Event Rentals (Multiple Hosts; Fee Per Host, Two 25 yard Competition Pools, up to 20 lanes)	Half Day	\$975.00 ea.
	Day	\$1950.00 ea.
Custodial Fee (Required)	Hourly	\$35.00
Timing System Management/ Operator	Half Day (1 System)	\$250.00
	Day (1 System)	\$500.00
	Half Day (2 Systems)	\$500.00
	Day (2 Systems)	\$750.00
Event Manager	0-9 hours	\$100
	10+ hours	\$150
	Multiple Day Event	\$175/day
Lifeguard	Hourly	\$25.00

Dryland Rentals

Dry space rentals are available with qualified supervision.

1. The dryland training room requires the supervision of a qualified coach or personal trainer; certifications must be presented to the Aquatics Director at the time of application. Space must be used for approved organized programs. Dryland Training area consists of a 1 Meter springboard and foam pit, flush mount trampoline, foam-padded floor, free weights, limited cable weights, and various other strength training equipment.
 - a. The dryland training room may be rented by clients for use other than training purposes (officials, team meetings, etc.). This type of rental will need to be approved by the Aquatics Director prior to the issuing of a formal event contract. The use of training equipment is strictly prohibited.
2. Two classrooms are available to rent. The two classrooms may be combined to make one large classroom.
3. The conference room has seating for up to 10 and a TV for streaming content/presentations.

Space	Duration	Price
One Classroom	Hourly	\$20
Conference Room	Hourly	\$20
Two Classrooms	Hourly	\$35
Dryland Training Room	Hourly	\$50

Office/ Viewing Room	Hourly	\$15
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Inflatable Parties

Each package includes complimentary popcorn, fountain beverage, the use of a classroom, and a portion of the competition pool for two hours (first 90 minutes in the pool and the last 30 minutes in the party room).

1. Inflatable party rentals are prohibited from entering designated open/lap swim areas. If a renter would like to utilize the open/lap swim areas the general admissions fee must be paid.
2. Invoices will be issued within one business day of receiving your signed electronic rental contract and the invoice will be available to view in your online client portal. Payment must be submitted in full via credit card on your online client portal at least 24 hours prior to the start of your rental contract. If you need to pay via cash or check, special accommodation must be prearranged with the facility at least 48 hours prior to the start of your rental contract.
3. The purchase of a party package does not guarantee a private facility.

Package	Inclusions	Price
Level 1	No Inflatables	
SMALL (20 Swimmers) \$200	MEDIUM (35 Swimmers) \$300	LARGE (50 Swimmers) \$400
Level 2	A: Jungle Joe (with two swim steps) B: Two circuit pieces (two main obstacle pieces with three swim steps)	
SMALL (20 Swimmers) \$250	MEDIUM (35 Swimmers) \$350	LARGE (50 Swimmers) \$450
Level 3	A: Jungle Joe plus partial circuit course B: Entire circuit, but no Jungle Joe	
SMALL (20 Swimmers) \$285	MEDIUM (35 Swimmers) \$385	LARGE (50 Swimmers) \$485
Level 4	A: Full obstacle circuit, plus Jungle Joe	
SMALL (20 Swimmers) \$315	MEDIUM (35 Swimmers) \$415	LARGE (50 Swimmers) \$515

Private Event Rentals

All private party packages are limited to 75 swimmers. Each package includes complimentary popcorn, fountain beverage, the use of a classroom, and a portion of the competition pool for two hours (first 90 minutes in the pool and the last 30 minutes in the party room). Any party that is desired to go longer than two hours or have more than 75 people will be specially contracted, and the price will be determined by the administration based on event specifications.

Package	Inclusions	Price
Level 1	No Inflatables	\$500
Level 4	Full obstacle circuit, plus Jungle Joe	\$615.00

Administrative and Contract Fee Structure

1. Any cancellation following the submission of a signed contract will result in the assessment of a cancellation fee to be paid by the client.
2. Requested changes to a contract will be reviewed and acted upon by the staff. Any agreed-upon changes to an already signed contract will result in an administrative fee.

3. Deviation from a signed contract or extension of the event outside of contract time will result in an additional fee.

Event Type	Fee
Cancelation – More than seven days prior to event	25% of Total Contracted Price
Cancelation - Within seven days of event	100% of Total Contracted Price
Contract Alterations Fee	\$25 per Alteration
LER Contract Alterations Fee	\$50 per Alteration
Contract Deviation Fee	\$25 for every 15 minutes
LER Contract Deviation Fee	\$100/hour

Fee Structure for West Fargo Sports Arena: Facility Rental Fees

1. Invoices will be sent at the end of the month. Unless other arrangements are made, payment is due in full within 15 days. Credit card, cash, or check payments are accepted; checks should be made payable to West Fargo Public Schools. Credit card payments can be made by contacting the district’s accountant at (701) 499-1026; please have your invoice number available when making a credit card payment.
2. Use of the West Fargo Sports Arena and its associated spaces shall not result in additional costs to the district.

Space	Duration	Price
Auxiliary Rink	Hourly	\$150.00
Main Rink	Hourly	\$150.00
Community Room	Hourly	\$35.00
Concession Stand	Hourly	\$0.00

FEE STRUCTURE FOR ARTIFICIAL TURF FIELDS

West Fargo Public Schools adheres to the following fee structure relative to facility use agreements:

Space	Hourly Rate	Daily Maximum
Artificial Turf Field	\$125.00	No maximum
Press Box & PA System	\$25.00	\$100.00
Staff	Hourly Rate	Daily Maximum
Custodian	\$35.00	No maximum
Field Supervisor	\$35.00	No maximum
Equipment	Hourly Rate	Daily Maximum
Stadium Lights	\$75.00	No maximum

Additional Charges	Flat Rate
Prohibited Debris Removal	\$200.00
Deposit	\$500.00

1. The above tables indicate the current fee structure for use of the district’s artificial turf fields (and associated spaces), with two noted exceptions:
 - a. Clients that are directly associated with or sponsored by the school district are exempt from the stated fee structure. Examples of such clients include the School Board, district administration, school-based student activities (athletics, fine arts, intramurals, clubs, groups, etc.), professional education associations, PTA/PTO, Packer Backers, and Mustang Boosters.
 - b. Events that are comprised of at least 85% WFPS students are eligible for a discounted rate of 50% off the stated fee structure. Team/organization rosters must be submitted before an application is processed and/or a discount is provided. Discount does not apply to large-scale or special events or to staff costs.
2. Use of the facilities shall not result in additional costs to the district.
3. Cancellations submitted less than five business days prior to the event will result in the loss of the deposit but will not result in additional charges.
4. All rentals will be invoiced within one business day of receiving your signed electronic rental contract and the invoice will be available to view in your online client portal. Payment must be submitted in full via credit card through you online client portal at least 24 hours prior to the start of your rental contract. If you need to pay via cash, check, or other special accommodations, requests must be submitted to the Facility Rental staff and approved prior to signing your contract.
 - a. Artificial turf rentals are subject to a mandatory \$500.00 down payment, due at least ten business days in advance of the desired use date in order to avoid cancellation of the rental contract.
 - b. For clients with approved special accommodations requests, invoices will be issued five business days before the end of each month or immediately following the conclusion of the event. All invoices will be available to view in your online client portal.

These invoices must be paid in full prior to the end of the month. Credit card and check payments are accepted; credit card payments (Mastercard, Visa, Discover, and American Express) must be processed through your online client portal. If paying via check, please submit payment directly to Hulbert Aquatic Center Administrative Offices to be processed by facility staff prior to the last business day of the month.