



The Applicant hereby requests the use of Moorhead park facilities and will be subject to all laws, ordinances, rules, and regulations governing the use of Moorhead park facilities as follows:

1. **All reservations must be made within three business days of the intended reservation date.** Reservations for Saturday and/or Sunday must be made by Wednesday, before noon, prior to the intended reservation date. Reservations are subject to approval by the Recreation Department within 7 business days.
2. You must be 18 years of age or older to rent facilities from the City of Moorhead.
3. **A cancellation no later than three business days, before noon, is required for a refund.** If weather-related, a cancellation no later than one business day, before noon, is required for a refund. At the sole discretion of the Recreation Department, a reservation may be cancelled or Applicant's use of park facilities may be restricted due to inclement weather or flooding.
4. The Applicant accepts full responsibility for clean-up of garbage and debris accumulated during the event and placement of the garbage in proper receptacles following the use of Moorhead park facilities pursuant to this application. Garbage receptacles will be emptied by Parks staff. The facility must be left in the same condition as when it was received by the Applicant; this includes the placement of any tables. **If staff is required to reset the shelter and/or garbage is not properly disposed of, the Applicant agrees to pay a \$250 clean-up and reset charge.**
5. Rentals with an excess of 250 people may be required to provide dumpsters and additional attendants at the Applicant's expense.
6. Any damage to Moorhead Park Facilities or Moorhead park property by the Applicant or invitees of the Applicant will be repaired at the Applicant's expense.
7. Bring your copy of the Facility Permit with you to the event, and any other permits, if applicable.
8. Rental of a park facility **does not** include exclusive use of the entire park. On occasion, there may be more than one group utilizing a park and surrounding facilities. Applicants cannot close public areas or extend their activities into public spaces.
9. If there will be amplified sound, a Sound Permit is required. Permits must be turned in to the City Clerk, Moorhead City Hall, 3<sup>rd</sup> Floor (Moorhead Center Mall), 500 Center Avenue, Moorhead, MN 56560. Permit Applications will be sent through an approval process with various City Departments. The fee for this application is \$50.00, processed through the City Clerk.
10. You cannot sell food, beverages, goods or merchandise, charge fees for admission, or host food trucks without a permit or prior authorization. Additional fees may be applicable when applying for these permits.
11. Vehicles cannot be driven on the grassy areas in Moorhead parks unless prior approval is given.
12. Intoxicating Liquors: It is unlawful for any person to consume or possess alcoholic beverages within the City park system. **Exception: Applicants can submit an alcohol consumption permit request to the City Clerk for events at M.B. Johnson Park only.** Permit Applications will be sent through an approval process with various City Departments. The fee for the application is \$50.00, with a \$35.00 consumption permit fee, and a refundable \$250.00 damage deposit, processed through the City Clerk.

13. Firearms and weapons: It is unlawful for persons to display or have in their possession a firearm or air gun within the city parks unless you have a permit. It is unlawful to use, display, or possess any other type of weapon(s) including, but not limited to, slingshots, switchblade knives, bow and arrows, and traps.
14. Inflatable structures, pony rides, sleigh rides, etc., require prior approval and a Certificate of Insurance, naming the City of Moorhead as additional insured. The applicant may be required to pay additional fees for electricity and water services used by the vendor. Applicant must notify the Moorhead Parks and Recreation Department of their intent to bring these games and vendors on-site. The Applicant will be held liable for any injuries associated with private rentals or damages to underground utilities. **You must inquire with Parks and Recreation about Liability Insurance.**
15. Dunk tanks are not allowed in City parks for private rentals.
16. Portable gas grills are allowed during shelter rentals. Charcoal grills are not permitted with the exception of the permanent grills at certain park locations.
17. Signs directing your guests to your event may be placed outside of the venue you are renting 1 hour prior and taken down immediately after your event. Signs must be temporary in nature and not exceed 2' x 3' in size. Signs must be self-sustaining and cannot be placed on the building and fence.
18. The Applicant agrees to hold the City of Moorhead harmless from any liability or loss, including reasonable attorney fees arising out of or related to the use of Moorhead park facilities under this permit.
19. If a renter is denied the use of the space there is an opportunity to appeal this decision to the Park Advisory Board who can then make a recommendation to approve or disapprove. Should the renter still not be satisfied with the decision, there is an opportunity to appeal this decision to the Moorhead City Council.
20. The City of Moorhead, its officers, agents, trustees, employees, and assigns, assume no responsibility for the person or property of anyone using the City of Moorhead park facilities under this permit. The Applicant must remove all personal items and property at the conclusion of the function. The Applicant and all guests are responsible for compliance and adherence to the ordinances of the City of Moorhead, the terms set out herein, and all policies and procedures related to use of City of Moorhead park facilities.
21. The Applicant agrees to indemnify the City of Moorhead, its officers, agents, trustees, employees and assigns, and hold them harmless from and against any and all liability damage, expense, cause of action, suits, claims or judgments arising from or in any way related to injury to person or property occurring out of the use of the City of Moorhead's park facility or from any action or omission of the Applicant, the Applicant's agents, employees, guests, or licensees, or from any cause whatsoever.

**Rules and regulations are for information only. To reserve a shelter, please call 218.299.5340.  
You will be asked to complete paperwork and pay a rental fee to reserve a shelter.**