

<b>SECTION I: RESERVATION INFORMATION</b>				Reservation Number	
Organization				Today's Date	
Name of Event				Date of Event	
Area Reserved	Number of People	Arrival Time <input type="checkbox"/> am <input type="checkbox"/> pm	Departure Time <input type="checkbox"/> am <input type="checkbox"/> pm		
Contact Person		Home Telephone Number		Work Telephone Number	
Email Address					
Address		City		State	ZIP Code
Billing Address (if different than above)		City		State	ZIP Code
Special Requests/Comments					
Fees Number of Days: _____ x _____ rate per day =					Amount Paid

## SECTION II: USER AGREEMENT

### The User Agrees:

- To clean the Facility after use. Cleaning requirements are posted in the Facility.
- To reimburse the North Dakota Parks & Recreation Department for any repair or replacement costs resulting from damage to the Facility, furniture or other property.
- To notify and obtain permission from the North Dakota Parks & Recreation Department prior to undertaking an event or activity that will be open to the public.

a. Event Open to the Public

☐ Yes ☐ No

- Alcohol for personal consumption may be allowed in small shelters but the sale or provision of alcohol by the User or guests to others is strictly prohibited.

a. Group Size 50 people or less

☐ Yes ☐ No

Alcohol in meeting halls, or medium and large shelters, may only be provided by a contracted entity licensed to dispense alcoholic beverages or by the User, if the User secures Host Liquor Liability Coverage (as required in paragraph 5 of this agreement).

a. Group Size more than 50 people

☐ Yes ☐ No

b. Alcohol Present

☐ Yes ☐ No

- When the use of the Facility includes the contracting of food service, transportation, entertainment or the provision of alcohol, User agrees to defend, indemnify and hold harmless the State of North Dakota, its agencies, officers and employees against any and all claims, suits, or actions resulting from or arising out of the activities of the User or its

contractors, agents, employees or guests. User shall secure or require each contracted entity to secure or maintain commercial general liability insurance (and Host Liquor Liability Coverage if alcohol will be provided) covering any and all claims arising out of the activities requiring insurance under this agreement with minimum limits of at least \$1,000,000 per occurrence. For any event in which alcohol will be provided or any event open to the public, the State of North Dakota, its agencies, officers and employees must be made an additional insured under the policy(s), together with a waiver of subrogation provision or endorsement, and the User must provide a certificate of insurance and a copy of any endorsement evidencing these insurance requirements at least 30 days prior to the event.

a. Contracted Services <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, check all that apply: <input type="checkbox"/> Food <input type="checkbox"/> Transportation <input type="checkbox"/> Entertainment <input type="checkbox"/> Alcohol <input type="checkbox"/> Other: _____
b. Alcohol Provided by User <input type="checkbox"/> Yes <input type="checkbox"/> No	

6. Vehicle Permit: In addition to facility rental fees, all vehicles are required to display a valid vehicle permit.

<input type="checkbox"/> The organization will purchase vehicle permits for event participants.
<input type="checkbox"/> Participants will be responsible to purchase their own vehicle permits.

7. The terms of this agreement may not be waived or amended except in writing by the Park Manager.

### SECTION III: ACKNOWLEDGEMENT

I acknowledge that I have read and understand this agreement and agree to be bound by the terms stated herein. I assume full responsibility for meeting the requirements of this agreement and agree to defend and indemnify the State of North Dakota, its agencies, officers and employees against any and all claims, suits, or actions that arise out of any failure to abide by or meet the requirements of this agreement.

I further understand and agree that the North Dakota Parks and Recreation Department assumes no responsibility for the use of the Facility and shall not be responsible for personal injury, property loss or damage occurring as a result of gatherings, meetings or events held or sponsored by outside groups.

<input type="checkbox"/> By checking this box and typing my name below, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my handwritten signature. I agree that the electronic signature appearing on this document has the same validity and enforceability as a handwritten signature.	
User Signature	Date