



Parks, Recreation & Community Services

# Park or Facility Rental Application

Cabezon (505) 892-2915, Haynes (505)891-7810, Sabana Grande (505) 891-6196,  
Star Heights (505) 891-1009, A Park Above (505) 994-6338

City Hall: 3200 Civic Center Circle NE Suite 100 Rio Rancho NM 87144-4501 (505)891-5015

## APPLICANT CONTACT & EVENT INFORMATION

Today's Date: \_\_\_\_\_ Rental Date: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Renter Name(s): \_\_\_\_\_ Phone (s): \_\_\_\_\_

Physical Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Email Address: \_\_\_\_\_  Resident  Non-Resident

Organization (if applicable): \_\_\_\_\_

Purpose of Function (wedding, concert, meeting etc): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

I hereby request the use of the following Park, Field, or Center: \_\_\_\_\_

Will there be amplified sound (must comply with sound ordinance)?  Yes  No

Will decorations be used?  Yes  No

Will you be renting an inflatable attraction (jumper, slide, screen etc)?\*  Yes  No

Will electricity be needed?  Yes  No

Will water be needed?  Yes  No

Will you be using tents larger than 10x10?\*  Yes  No

Will you be selling food/beverage?\*  Yes  No

Will you be charging for this event?\*  Yes  No

Will you be needing Police/Fire Rescue for this event?\*  Yes  No

Will you be advertising with signs and banners for this event?\*  Yes  No

Do you require street/parking lot/sidewalk closures?\*  Yes  No

**\*If yes to these please read the special event criteria (page 3). Additional permitting may be required. For specific Special Event Permit information contact Angela King in Development Services at 896-8777.**

## RATES & FEES

Cabazon Community Center	<b>\$100.00</b> (first 2 hours, \$100 additional hours)	<input type="checkbox"/>	
Sabanna Grande Auditorium	<b>\$300.00</b> (first 2 hours, \$100 additional hours)	<input type="checkbox"/>	
BBQ Pavilion Haynes Park	<b>\$300.00</b> (first 2 hours, \$100 additional hours)	<input type="checkbox"/>	
Star Heights Community Center	<b>\$100.00</b> (first 2 hours, \$50 additional hours)	<input type="checkbox"/>	
Haynes Community Center	<b>\$100.00</b> (first 2 hours, \$50 additional hours)	<input type="checkbox"/>	
Park Rentals (grass area, gazebo's)	<b>\$100.00</b> (first 2 hours, \$50 additional hours)	<input type="checkbox"/>	
<b>Ball Field</b> (single field)	<b>\$100.00</b> (per day – 1 time field prep)	<input type="checkbox"/>	
Electricity	<b>\$50.00</b> (where available)	<input type="checkbox"/>	
Water	<b>\$50.00</b> (hose not provided)	<input type="checkbox"/>	
<b>Ball Field Lights</b> (per field)	<b>\$75.00</b> (pending availability and staffing)	<input type="checkbox"/>	
<b>Additional Field Prep</b> (per field)	<b>\$50.00</b> (per field)	<input type="checkbox"/>	
A Park Above Amphitheater	<b>\$200.00</b> (2.5 hours \$75 for additional hours)	<input type="checkbox"/>	
Movie Screen & Sound	<b>\$400.00</b> (pending availability)	<input type="checkbox"/>	
<b>Damage Deposit</b>	<b>\$100.00 to \$1000.00</b> (pending size of event)	<input type="checkbox"/>	<b>\$500</b>
Other:		<input type="checkbox"/>	
Other:		<input type="checkbox"/>	

## DEPARTMENT RULES AND PROCEDURES

### Purpose:

The City of Rio Rancho Parks, Recreation and Community Services Department (hereafter called P&R) rents its parks and facilities when they are not programmed with department activities. Parks and Recreation established this policy to provide for greater recreational use of its facilities. By offering the public an opportunity to place a reservation for a facility or park area, greater use can be achieved. Restrictions and/or limitations are in effect for the benefit of all.

P&R, permits and rents community centers, parks, pools, and sports facilities (hereafter called facilities) to be used for the leisure time pursuits of the general public, as well as by governmental agencies, for-profit businesses, and not-for-profit organizations. This Policy is intended to establish standardized guidelines for the proper usage of facilities.

At the discretion of the Director of Parks and Recreation the rental fee may be reduced or waived for special circumstances. Parks and Recreation reserves the right to alter its fees as it sees necessary.

In keeping with the City of Rio Rancho's Administrative Policy and Procedures, Chapter 8, Article 5: Special Event Permit, P&R has principles and guidelines governing the use of its recreation facilities in order to provide a wholesome and enjoyable atmosphere for the public and everyone who uses the facility for whatever activity that has been approved by the P&R personnel. P&R reserves the right to place upon the renter restrictions other than those stated in the policy so as to protect its property and the safety of the public. All P&R Facilities and Parks are covered by this policy.

### Fees and Insurance Policies Governing Use of the Facilities:

The City of Rio Rancho permits the use of facilities by those organizations and groups that will comply with the law and will benefit the general welfare of the community. The City has established a reservation system by which any person or group may apply to use facilities and may generally be granted usage on a first-come, first-served basis. However, priority of use will be given to programs directly sponsored by the City of Rio Rancho. Any person or group with a usage permit will supersede any

unauthorized users of facilities. Permission to use all City-owned facilities will be granted through the individual Facility Coordinator overseeing the facility.

Rental fees cover the use of the facility only and do not include any equipment except where noted. Damage/cleaning deposits, and other fees may apply depending upon the specific requirements of the facility being rented.

The presence of a City employee is required whenever a building is open for use. Permit holders will comply with the requests of any City employee in charge regarding use of the facilities and equipment and compliance with applicable laws, regulations and rules.

- **Rental Fees and Security Deposit:** The security deposit and rental fee is due at the time of your reservation. The rental reservation is not confirmed until the deposit and rental fee have been received. It must be paid by check or money order, made out to City of Rio Rancho. You will receive your security deposit back 30 business days after your event as long as there are no damages to the facility. If damages are present and/or the building is not cleaned immediately after the event, the cost for cleaning and/or repairing the facility will be the sole responsibility of the renter. If the damage exceeds the security deposit, the renter will be invoiced the balance of the cost. This paragraph does not preclude criminal sanction for damage to property.
- **Cancellations.** Rental Fees and security deposits are due at the time of your reservation. If the renter cancels the event less than (30) business days prior to the event, rental fees will be returned, and ½ of the security deposit will be forfeited (except for weather related cancellations). For tournament rentals at the ballfields, if the renter cancels less than 2 days prior to the event, ½ of the security deposit will be forfeited (except for weather related cancellations).
- **Special Event Permit Fees.** Due to Department of Development Services 90 days prior to event. It is not necessary to obtain a Special Event Permit for a private/public gathering of people that would not otherwise occur unless any of the following will take place:
  - Selling/vending of food
  - Selling/vending of alcohol
  - Dedicated Police/Fire safety resources are necessary
  - Tents or other structures are erected
  - Event impacts traffic/vehicle flow and access
  - Amplified music will be present
  - Participation over 200

**Insurance:**

Depending on the nature of the rental, the City requires users of city-owned facilities to cover such use of the facilities, with the City of Rio Rancho named as additional insured on the policy. The amount of insurance required for groups is \$1,000,000 general liability. Certificate of Insurance must be received by P&R at least one month prior to the event. The Department Director, Deputy Director may waive insurance requirements at their discretion depending upon the hazard/risk level of the event and the size of the group.



## GENERAL RULES AND RENTER RESPONSIBILITIES

- A. Official representatives of groups using City facilities must sign all appropriate special event permits and/or rental form(s). Signers of permits are held responsible for the care of the facilities, the control of all participants, spectators, etc., and the payment of all applicable fees or charges that may be required. Permit holders must be at least 21 years of age, agree to be present for the entire activity, and be responsible for the decorum of those present. Minors must be supervised by an adult at all times. Drivers License is required for each rental contract. Requests must be submitted to the City of Rio Rancho Parks, Recreation and Community Services staff at least three weeks prior to the date of the event. All rentals are reserved on a first come first served basis. \_\_\_\_\_ (Initial)
- B. All fees and charges for the rental of rooms, pools, shelters, facilities and park areas (with the exception of ballfield scheduled tournaments) are refundable minus a \$20 administrative fee, if full notice of cancellation is received at no less than 30 days prior to the rental date. \_\_\_\_\_ (Initial)
- C. Refunds will not be granted with less than 30 days remaining prior to the rental date. If a rental must be cancelled due to the weather, a refund will be issued or the City will make every attempt to reschedule the rental date during the calendar season. (Ballfield tournament rentals excluded.) \_\_\_\_\_ (Initial)
- D. Sports Tournament Refunds: If renter cancels less than 2 days prior to the event due to lack of teams, ½ of the security deposit will be forfeited (except for weather related cancellations).
- E. To secure requested date, renter must provide all completed forms, required fees and security deposits at the time of reservation. If deemed necessary renter must provide the requested documentation including Special Event Permit and/or a signed waiver of liability or certificate of insurance. \_\_\_\_\_ (Initial)
- F. Renter assumes full responsibility for clean-up costs and damages incurred to rented Parks and Recreation property beyond the extent of the security deposit. Charges will be subtracted from the security deposit and billed beyond the extent of the deposit. \_\_\_\_\_ (Initial)
- G. The consumption of alcoholic beverages at P&R and parks and facilities are prohibited by City ordinance. P&R facilities are non-smoking facilities. \_\_\_\_\_ (Initial)
- H. Tables/Chairs. A limited number of tables and chairs are available at each facility. No tables or chairs are to be removed from the building. Renter is responsible for setting up and taking down the tables and chairs. Failure to take down will result in forfeiture of the security deposit. If the renter required additional tables and chairs than what is available at the facility, then it is the responsibility of the renter to obtain the items required from an outside vendor. Missing/damaged chairs/tables will be billed to renter. \_\_\_\_\_ (Initial)
- I. Any decorations beyond table cloths and centerpieces must be approved by Parks and Recreation (i.e. hay bales, candles, banners, confetti, piñatas, etc.) for the safety of participants, and to properly maintain the facility, no items are to be attached to the walls or ceilings. \_\_\_\_\_ (Initial)
- J. Tents and inflatable fun jumps must be secured with sandbags and not stakes. The City recommends that renters use inflatable that are insured and certified by NAARSO. \_\_\_\_\_ (Initial)
- K. Renter may not sell any items, food or refreshments, or services to participants; unless approved by the Facility Coordinator. \_\_\_\_\_ (Initial)
- L. Any person in attendance who behaves in an inappropriate or illegal manner will be asked to leave the premises. All requests and directives by a P&R staff person must be followed. All applicable City laws and ordinances and Park rules will be obeyed. \_\_\_\_\_ (Initial)
- M. For the duration of the rental period, renter must assume the responsibility to have adequate safety measures in place to protect the safety of those in attendance, such as, access to a telephone for 911 services and first aid materials. \_\_\_\_\_ (Initial)
- N. Materials/equipment will not be used in a manner that could cause bodily injury or property damage. \_\_\_\_\_ (Initial)
- O. Rental of a P&R facility does not imply co-sponsorship by Parks and Recreation. Please do not include Parks and Receptions telephone number as a contact for your event. \_\_\_\_\_ (Initial)

- P. Facilities must be used for their stated purpose unless written permission for an alternative use is granted by P&R. Requests may be denied for competing or conflicting uses. \_\_\_\_\_ (Initial)
- Q. Live Bands, DJ's and other outside forms of entertainment are permitted but must be approved by a Facility Coordinator and appropriate insurance forms must be provided. The City's noise ordinance must be adhered to before, during and after the event. \_\_\_\_\_ (Initial)
- R. Rides, amusements, carnivals, petting zoos, inflatable games, dunk tanks, generators, hot air balloons and ice cream trucks, food vendors, must be approved by the Facility Coordinator. \_\_\_\_\_ (Initial)
- S. Caterers, gas grills, charcoal grills, portable pop up tents and ice cream carts are permitted in some cases, but must be approved by the Facility Coordinator. Any fire source be it propane or charcoal must be contained in approved containers. Open fires, wood fires, outdoor fryers and boilers are not permitted no matter how contained without approval from Fire Marshall. \_\_\_\_\_ (Initial)
- T. Liability. As between the parties, each party shall be solely responsible for any and all liability arising from personal injury, including death or damage to property arising from the act or failure to act of the respective party or of its officials, agents, employees pursuant to this agreement. The liability of the City shall be subject to the immunities and limitations of the Tort Claims Act, Sections 41-4-1 et. seq. NMSA 1978, and of any amendment thereto. \_\_\_\_\_ (Initial)
- U. No City facility may be used for unlawful purposes. Activities may not infringe upon City rules and regulations, nor disrupt the use of the facility by others. Attendance may not exceed legal capacity as determined by the Fire Marshall. \_\_\_\_\_ (Initial)
- V. All signs, flyers, and promotional literature advertising political, religious, commercial, promotional, or fund-raising activities on City premises must state explicitly that such use does not constitute endorsement by the City of Rio Rancho. \_\_\_\_\_ (Initial)
- W. Security may be required for the scheduled activity. If required, security plans must be approved by P&R and/or the Department of Public Safety via a Special Event Permit. (Per City of Rio Rancho's Administrative Policy and Procedures, Chapter 8, Article 5: Special Event Permit). \_\_\_\_\_ (Initial)
- X. Smoking and/or tobacco use of any kind is prohibited in all City buildings except where designated smoking areas are established. No alcoholic beverages or illicit drugs are permitted in any facilities or on City property. \_\_\_\_\_ (Initial)
- Y. No animals are permitted in City buildings, other than service animals, without prior written permission. \_\_\_\_\_ (Initial)
- Z. Weapons of all kinds are prohibited except law enforcement officers in the execution of their duties and public demonstrations as approved by the Department Director. \_\_\_\_\_ (Initial)
- AA. Permit holders may not make any alterations to electrical, permanent structures, or any equipment. Nothing shall be affixed that may mark or damage any structures. No furniture or equipment may be moved without prior consent of authorized City employees. Any equipment, furniture etc. must be returned to its prior place, position, etc. before the space is vacated. \_\_\_\_\_ (Initial)
- BB. No food or drinks are allowed on artificial turf areas of any park or field. \_\_\_\_\_ (Initial)
- CC. The use of silly string, piñatas, water balloons, confetti, BBQ grills, and inflatable jumps are strictly prohibited at some locations. It is renter's responsibility to inquire with the Facility Coordinator at desired location for specifics regarding allowable/prohibited items. \_\_\_\_\_ (Initial)
- DD. Inflatable Movie Screen Rental includes movie screen, audio visual projection equipment and generator only. Rental is complete with delivery, set up, removal and onsite staff. Renter is responsible for movie, movie copyright, and license. Must be dark to show. \_\_\_\_\_ (Initial)
- EE. All individuals, groups or organizations in violation of ANYTHING in this policy or any facility rules, regulations, or City ordinances may have their permit revoked immediately and/or may be issued a citation(s) for violations, and/or may be banned from facilities. \_\_\_\_\_ (Initial)

## APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNITY

I understand that I will be contacted by a Parks, Recreation and Community Services employee within five business days from the date the application is submitted and that my application for the use of the facility is not final until it is signed by a Parks, Recreation and Community Services employee and the damage/cleaning deposit is made. I attest that all the information provided in this application is true and correct.

Applicant has read, initialed, and agrees to be bound by the above rules, regulations, policies and procedures. Violation of any of these regulations and policies may result in: immediate termination of the event, legal responsibility for damages in excess of the deposit, forfeiture of deposit and future use of the facility.

Applicant agrees to indemnify and hold the City of Rio Rancho, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application.

Applicant understands that the City of Rio Rancho is NOT a sponsor of this activity/event nor will it provide any supervision of the activity.

Applicant understands that the City of Rio Rancho makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk.

### APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNITY:

- Signature is required.
- Signature is acknowledgment that applicant has read and understands the Indemnity Agreement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be 21 years of age or older)

## OFFICE USE ONLY

Application Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Application Received on: \_\_\_\_\_ By: \_\_\_\_\_ Approved:  Yes  No

Special Event Permit Required:  Yes  No Insurance Required:  Yes  No

Insurance Co: \_\_\_\_\_ Copy of COI received:  Yes  No

Rental Fee: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Damage Deposit Fee: \_\_\_\_\_

Total Fee Due: \_\_\_\_\_ Payment received on: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Check #: \_\_\_\_\_

Day of Event Staff Contact: \_\_\_\_\_ Staff Phone #: \_\_\_\_\_