CITY OF RIO RANCHO
FACILITY RENTAL RULES

---

1. Use of City of Rio Rancho facilities by any individual or group is subordinate to the operating requirements of the City of Rio Rancho. In all cases, such use clearly must not conflict with City of Rio Rancho-sponsored activities nor restrict public use of a building, park, or sports facility (hereafter called facilities) for an unreasonable period of time.

2. Any individual or group reserving a City of Rio Rancho facility agrees to abide by the rules and regulations governing such use and to pay all fees and costs that may be required.

3. A City of Rio Rancho facility may not be used for unlawful or purely commercial purposes. Activities must not disrupt the use of the facility by others. Attendance may not exceed legal capacity.

4. An individual or group using the facility is responsible for injury or damage to person(s), equipment, or property. For City-sponsored events, each sponsor 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 that respective sponsor or of its officials, agents, employees. The liability of the City shall be subject to the immunities and limitations of the Tort Claims Act, Sections 41-4-1 NMSA 1978, et. seq. and of any amendment thereto. Any individual or group using the facility may be required to provide liability insurance or other proof of financial responsibility depending on the nature of the activity and the likelihood of injury or damage.

5. City of Rio Rancho-sponsored programs shall have precedence in scheduling facility use. The facility will be reserved on a “first-come, first-served” basis. Reservations for use of the facility must be placed at least ten (10) working days prior to use but will not be accepted more than 60 days in advance. Additionally, approval for use by the same group on a regular, continuous basis may be restricted.

6. Required fees must be paid at least ten (10) working days prior to the date of requested use. When an event is canceled after fees are paid, the applicant may select another open date. Groups or individuals canceling their reservation within five working days prior to the requested date will forfeit both their rental fees and the deposit, unless the City of Rio Rancho initiates cancellation.

7. The facility shall be held for thirty (30) minutes after reservation booking time. After the thirty (30) minute grace period, if the scheduled event has not yet commenced, the facility will be closed or the area may be used for other activities.

8. Facilities will be closed for holidays observed by the City of Rio Rancho. Furthermore, in the event of an unexpected emergency, the facilities may also be closed.

9. Users take full responsibility for setting up the room, and for leaving it in a clean and orderly condition. Chairs and tables shall be returned to their original locations. All trash and food shall be disposed of properly in outdoor receptacles. **A clean-up/damage deposit will be required of all groups and organizations requesting facility usage.** The deposit is payable at the time of booking the facility. The City may withhold all or part of the user's clean-up/damages deposit as may be necessary to return the facility to its condition prior to the activity. The clean-up/damage deposit shall be refunded, after inspection of the facility by department staff, if staff determines that the deposit is not required to cover the cost of clean-up and damages. Additional charges may be incurred by the group/organization if the deposit is not sufficient to cover the cost of clean-up/damages.

10. The storage of private property by user groups on City premises is not permitted.

11. Minors must be supervised by an adult at all times.

12 Alcoholic beverages, illicit drugs and tobacco products are not permitted in any facilities or on city property.

13. Keys to City facilities will not be given to any organization using the facility and or park.

14. No animals are permitted, other than service animals, without prior written permission.

15. No alterations are permitted under any circumstances to the electrical, permanent structures or equipment.

16. The City of Rio Rancho does not discriminate on basis of race, age, religion, national origin or disability.

Violation of these rules will result in cancellation of the facility usage agreement by the City of Rio Rancho.

CITY OF RIO RANCHO
GENERAL USE APPLICATION / RENTAL AGREEMENT

Date Requested: _____ Day Requested: _____ Hours Requested: _____

Group/Organization Name: _____

Contact Person(s): _____

Group/Organization Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Telephone Numbers: _____email: _____

Number of Participants: _____ Start time: _____ End time:_____

Facility/Park/Area being requested: _____

Anticipated Number of Participants: _____ Open to Public: _____ Private Affair: _____

Scheduled Activity (please give detailed description of activity):

_____

Tents: Yes ☐ No ☐ Food Vendor: Yes ☐ No ☐ Signage: Yes ☐ No ☐ Fun Jump: Yes ☐ No ☐

Insurance Required: Yes ☐ No ☐ Insurance Carrier Name: _____

Address: _____

City: _____ State:_____ Zip:_____ Phone: _____

Contact Name: _____ Policy Number: _____

Please provide a copy of Insurance with the City listed as an additional insured party.

I_____, representing _____ do hereby state that I have read, understand, and agree to assume full responsibility for my group/organization in complying with and all of the policies and procedures regarding the use of the facility. I agree to hold the City of Rio Rancho and its employees harmless against any claims of loss or damage to property of reservation holder and guests on City premises.

_____

Signature Date

For Office Use Only
(staff initials next to each areas completed)

Rental Fee: $_____ Damage Deposit: $_____ Total Fees Due: $_____ Receipt #: _____

Date Deposit Received: _____ Date rental Fee received: _____ Approved by: _____ Date: _____
(Facility Supervisor)

Date of Deposit Return: _____ Amount of Return: _____ Returned Via: _____ Staff Initials: _____
(Mail/In-Person/Other)

DSD Special Event Permit Required: Yes ☐ No ☐ DSD Special Event Sign Permit Required: Yes ☐ No ☐