

**THE VILLAGE OF LOS RANCHOS
COMMUNITY BARN
USAGE PLAN: RULES, REGULATIONS, AND USER AGREEMENTS**

The Village of Los Ranchos Community Barn is the newest publicly available facility in the Village, located at 6650 Rio Grande Boulevard, just south of Village Hall. Donated by Gil and Karen Lovato, assembly of the Community Barn began in the Winter of 2005 and was completed in June 2006. Approximately 9,000 square feet in size, the Community Barn offers generous room for a variety of events in a rustic setting befitting of the Village character.

Those interested in using the Community Barn for an event should obtain a Barn Rental Form from Village Hall (6718 Rio Grande Blvd NW 87107). Potential event sponsors must be Village residents. In addition, the following rules, regulations, and user agreements apply to usage of the barn for activities and events:

- **Barn Rental Fee**
The fee to rent the Community Barn is \$750 per day and must be sponsored by a Village resident. The rate for a non-profit sponsor is \$500 per day.
- **Permissible Days and Times for Community Barn Events**
The Community Barn is available Saturday and Sunday for one event per day. Due to the limited interior and exterior lighting, events will be restricted to the hours between 8:00 a.m. and dusk. The Barn will not be available on the Saturday or Sunday prior to or following special event days.
- **Fire Department Regulations**
The following Fire Marshal regulations will be enforced: On a Village-provided, scaled diagram of the barn, a detailed floor plan of the event shall be provided to the Fire Department for approval. The occupant load will be determined by the floor arrangement and the type of event. The Fire Department shall witness and approve any candle arrangement or display prior to the event. A fire inspection shall be required prior to the event to insure all life safety requirements are met. There shall be no grilling, frying or any open flame cooking allowed in the barn structure or under the portal. Any use of propane is prohibited inside the barn or portal. Any wall hangings shall be approved by the Fire Marshal. Smoking is prohibited inside the barn or portal.
- **Permissible Activities in the Community Barn**
Activities such as, but not limited to: neighborhood meetings, art exhibits, Growers' Market, private functions, and Village-sponsored community events. **The Village retains the right to determine the appropriateness of a requested event and to approve or deny requests at its discretion.**

- **Amplified Audio**
Amplified audio is allowed within the Barn only. Additionally, sponsors are required to comply with the Village Noise Ordinance. Speakers must be placed within the Barn such that fugitive noise is limited. Speaker placement must be shown on the detailed floor diagram.
- **No Alcoholic Beverages**
Alcoholic beverages are not permitted.
- **Parking**
Event sponsors must require guests to utilize the Community Barn's unpaved parking lot directly west of the building.
- **Sponsor-Provided Additional Furnishings**
Currently, the barn has six picnic tables available for activities and events. Sponsors may bring their own furnishings and equipment for the event, provided Sponsors have received the Fire Department's approval. (See Fire Department regulations above.)
- **Food and Equipment for Food Preparation**
Food preparation equipment, furnishings and appliances require Los Ranchos Fire Department approval. (See Fire Department regulations above.)
- **Liability Insurance**
The Village requires Sponsors to provide proof of liability insurance to cover such use of the Community Barn with the Village of Los Ranchos de Albuquerque named as additional insured on the policy. The amount of insurance shall coincide with the Tort Claims caps found in NMSA 1978, Section 41-4-19 (1976). The proof of insurance will be forwarded to the Village no later than ten (10) working days prior to the start of the use of the barn.
- **Mandatory Damage and Cleanup Deposits**
Sponsors are responsible for preventing any damage to the Community Barn during an event, as well as overseeing proper cleanup after an event. Sponsors must provide their own trash receptacles. Sponsors must provide a damage deposit of \$100.00 and a cleanup deposit of \$100.00 upon approval of their events; the return of either deposit depends on the following criteria:
 - For damage deposit: No structural damage of any kind; this includes torn awnings, broken windows, damaged door mechanisms, and wall and floor damage. There must be no damage to the existing picnic tables.
 - For cleanup deposit: Elimination of any and all litter. Removal of sponsor-provided furniture and equipment. Removal of all food, food spills, or droppings as a result of on-site food preparation. Removal of drinks/drink containers and trash from the premises.

- **Special Event Provision**

The special event provision exists to provide for Village sponsored or hosted events. Special events, such as *Lavender in the Village*, are permitted and subject to the following conditions:

- Events are limited in duration to three (3) consecutive days.
- Hours of operation may be 7:00 a.m. - 10:00 p.m.
- Rental of the Barn will not occur the weekend before and the weekend after a Village sponsored or hosted event.
- There shall be no more than four (4) such events per year.
- If alcohol is served, the rules and regulations of a Special Dispenser's License and appropriate insurance coverage will be required.

Potential sponsors should also note that the barn, keeping to historical authenticity, does not have central heating/air conditioning, interior/exterior lighting, or kitchen facilities. The floor consists of pavers laid in sand. Currently, the barn also lacks restrooms and running water. A fire sprinkler system is in place.

NOTE: This policy can only be modified by Village of Los Ranchos Board of Trustees' approval.

- Event Sponsors are responsible for preventing any damage to the Community Barn during an event, as well as overseeing proper cleanup after an event. Sponsors must provide a damage deposit of **\$100** and a cleanup deposit of **\$100** upon approval of their event. The return of either deposit depends on the following criteria:
 - For Damage Deposit: No structural damage of any kind; this includes torn awnings, broken windows, damaged door mechanisms, and wall and floor damage. There must be no damage to the existing picnic tables.
 - For Cleanup Deposit: Elimination of any and all litter. Removal of sponsor-provided furniture and equipment. Removal of all food, food spills, or droppings as a result of on-site food preparation. Removal of drinks/drink containers and trash from the premises.
- Event Sponsors agree to hold the Village and its employees harmless against any claims of loss or damage to property of Event Sponsors and guests on Village premises.
- Refunds will only be given upon a two-week written notice, inclement weather, or scheduling conflicts as a result of the Village of Los Ranchos.
- A detailed floor plan of the event (sketched on the attached scaled diagram of the barn) must be submitted with this rental form.

I have read and understand the above rules and regulations regarding rental of the Community Barn and agree to pay the applicable fees.

(Signature of Event Sponsor)

Date: _____

All fees are payable to the **VILLAGE OF LOS RANCHOS**.

Barn Rental Fee (\$750):	\$ _____	Receipt # _____
Non-Profit Barn Rental Fee (\$500):	\$ _____	Receipt # _____
Refundable Damage Fee (\$100) – Separate Check:	\$ _____	Receipt # _____
Refundable Cleanup Fee (\$100) – Separate Check:	\$ _____	Receipt # _____
Total Rental Fee:	\$ _____	

Comments: _____

The above Event Sponsor has received permission for sole use of the facilities, parameters outlined above.

 Village Administrator Date

 Fire Department Date



6718 RIO GRANDE BLVD., NW
LOS RANCHOS, NEW MEXICO 87107
PHONE (505) 344-6582
FAX (505) 344-8978

COMMUNITY BARN RENTAL FORM

TODAY'S DATE: _____

NAME OF EVENT SPONSOR: _____

ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

DATE OF EVENT: _____ TIMES OF EVENT: _____

EVENT LOCATION(S): _____

TYPE OF EVENT: _____ NUMBER OF GUESTS: _____

Event Sponsors are held responsible for the care of the facilities, the control of all participants, spectators, etc., and the payment of all applicable charges.

- The Community Barn Rental fee is **\$750 per day**, payable in advance. The rate for a non-profit sponsor is **\$500 per day**, payable in advance. Event Sponsors are responsible for payment of the fee.
- Acceptable activities in the Community Barn include: neighborhood meetings, art exhibits, Growers' Market functions, wedding receptions, family functions, and Village-sponsored community events. **The Village retains the right to determine the appropriateness of a requested event and to approve or deny requests at its discretion.**
- Event Sponsors must be present for the entire activity and be responsible for the decorum of those present.
- Event Sponsors will comply with the requests of a Village employee in charge of the use of the facilities and equipment to ensure compliance with applicable laws, regulations and rules.
- The Community Barn is available Saturday and Sunday for one event per day. Due to the limited interior and exterior lighting, events will be restricted to the hours between 8:00 a.m. and dusk.
- Amplified music and other audio are allowed within the Barn only. Sponsors are required to comply with the Village Noise Ordinance which limits noise to no greater than 50 decibels at the property line. Speakers must be placed within the Barn such that fugitive noise is limited. Location of speakers must be shown on the detailed floor diagram.
- Event Sponsors must require guests to utilize the Community Barn's unpaved parking lot directly west of the building.
- Alcoholic beverages are prohibited.
- The barn currently has six (6) picnic tables available for use. Sponsors may bring their own furnishings and equipment for the event, provided that the Fire Department approves of the items and their use.
- Food preparation equipment, furnishings and appliances require Los Ranchos Fire Department approval. (Refer to Barn Usage Plan and Fire Department Regulations.)
- The Village requires Sponsors to provide proof of liability insurance to cover such use of the Community Barn, with the Village of Los Ranchos de Albuquerque named as additional insured on the policy.