

# Village of Los Ranchos de Albuquerque

6718 Rio Grande Blvd. NW  
Los Ranchos, NM 87107  
Office: (505) 344-6582 | Fax: (505) 344-8978



## FACILITY RENTAL APPLICATION

Today's Date: \_\_\_\_\_ Date(s) & Time(s): \_\_\_\_\_  
Name(s): \_\_\_\_\_ Village Resident/Business: <sup>1</sup> Yes / No  
Organization Name (if applicable): \_\_\_\_\_ Type: For-Profit / Non-Profit <sup>2</sup> / Residential  
Physical Address: \_\_\_\_\_  
Primary Contact Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_  
Purpose of Function (Ex. Wedding, concert, meeting, etc.): \_\_\_\_\_  
Estimated Attendance:<sup>3</sup> \_\_\_\_\_ Name of Facility/Facilities Requested: \_\_\_\_\_

Will there be amplified sound? <sup>4</sup> \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will there be exterior lighting? <sup>5</sup> \_\_\_\_\_ Yes \_\_\_\_\_ No

By answering yes to any of the following, a special event permit may be required. The following activities may also be prohibited dependent on facility:

Will there be tents covering an area of 20x20 square feet or more? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will there be sales/vending of food and/or beverages? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will there be sales/vending of alcohol? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will public safety services be needed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will public streets/parking lots/sidewalks be closed or restricted? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will extra sanitation be needed? (eg. Portable toilets) \_\_\_\_\_ Yes \_\_\_\_\_ No

### APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNIFICATION

I understand that I will be contacted by a Village employee within five (5) business days from the date my application is submitted and that my application for facility use is not finalized until it is signed by a Village Representative and any required damage and/or cleaning deposits are paid. I attest that all the information provided in this application is true and correct.

I agree to indemnify and hold the Village of Los Ranchos de Albuquerque, its officers, agents, and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and all other costs of defense, arising out of or related to the activities of myself and participants during the use of the facility under the terms of this application. I understand that the Village of Los Ranchos is NOT a sponsor of this activity/event nor will it provide any supervision of the activity. I understand that the Village of Los Ranchos makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application and that myself and other participants will be using the facilities at our own risk.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature is required. Signature acknowledges that the applicant has read and understands the agreement.

**Applicant must be 18 years of age or older.**

Note: Facilities are rented by day (7:00 am to 10:00 pm). Set-up and clean-up may occur outside of these hours.

<sup>1</sup> List your Los Ranchos address for the physical address.

<sup>2</sup> Non-Profits must provide proof of 501(c)(3).

<sup>3</sup> Attendance by 200 people or more may require a special event permit.

<sup>4</sup> Speakers must face inward to the property. Please be mindful and courteous to the neighbors around you and limit fugitive noise.

<sup>5</sup> Exterior lighting must be compliant with the [Dark Skies Ordinance §9.2.20](#).

# Village of Los Ranchos de Albuquerque Facility Rules and Regulations



## Hartnett Park Parking Lot

The parking lot is paved with ADA parking available. There are 75 spaces available, 5 of which are designated for handicapped use.

The following rules and regulations apply to the use of the **Hartnett Park Parking Lot**:

- **Rental Fees & Security Deposit**

The fee is \$350.00 per day for nonresident or for-profit entities and \$175.00 per day for Village resident, Village business, or non-profit entities. In addition, a \$100.00 refundable security deposit is required. The applicant is responsible for preventing any damage to the parking lot during the event, as well as overseeing proper cleanup after. The applicant may receive their damage deposit back within thirty (30) business days after rental, after Village inspection.

- **Permissible Activities**

The Village retains the right to determine the appropriateness of a requested event and to approve or deny requests at its discretion. Alcoholic beverages are permitted with approved permits from the State of New Mexico Regulation and Licensing Department.

- **Available Parking**

During rental, a minimum of five (5) parking space, one (1) of which is ADA accessible, must be kept available to the public. A site plan showing the available public parking is required.

- **Liability Insurance**

The Village requires proof of liability insurance in the amount of one million (\$1,000,000) dollars per occurrence of general liability with the Village of Los Ranchos de Albuquerque named as additional insured on the policy as follows:

Village of Los Ranchos de Albuquerque, 6718 Rio Grande Blvd NW, Los Ranchos,  
NM 87107

- **Fire Department Review**

If the activities proposed will involve an open flame or serving of hot food, the Village will forward this application to the Bernalillo County Fire Department for their review to ensure compliance with the International Fire Code. They will approve the locations and use of any heating or cooking equipment. A fire inspection may be required to ensure all life safety requirements are met. The use of propane is prohibited. Any requirements from the Fire Department will be forwarded to the applicant as conditions of approval.

- **Cancellation**

If the applicant cancels the event within ten business days prior to the event, rental fees will be refunded and one-half of the security deposit will be forfeited except in weather related cancellations. If the applicant cancels the event at least ten business days prior to the event, all rental fees and security deposit will be refunded.

I understand and agree to comply with the above rules and regulations regarding rental and use of the **Hartnett Park Parking Lot** and understand that rental of this parking lot does not include the park, playground, tennis courts, or other facilities at the park itself.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Required Documents for Hartnett Park Parking Lot Rental:**

- Signed Hartnett Park Parking Lot Rules & Regulations and Facility Rental Application
- Proof of Liability Insurance
- Site plan showing available public parking
- Rental Fees & Deposit

**For Office Use Only**

Proof of Liability Insurance Received: \_\_\_\_\_  
Staff Date

Parking Plan Reviewed: \_\_\_\_\_  
Staff Date

Open Flame and/or Serving of Hot Food: Yes / No  
 If yes, application forwarded to Fire Department: \_\_\_\_\_  
Staff Date

Fire Department: Approves / Denies / Approves with Conditions (attached)

**Rental Fees & Deposit:**

For Profit/Nonresident: \$350.00 + \$100.00 = **\$450.00** \_\_\_\_\_  
Receipt Number

Non-Profit/Village Resident or Business: \$175.00 + \$100.00 = **\$275.00** \_\_\_\_\_  
Receipt Number

**The above applicant has received permission for sole use of this facility,  
 parameters outlined in application.**

Parking Lot Application Approved: \_\_\_\_\_  
Village Administrator Date

Scheduled on Master Calendar: \_\_\_\_\_  
Staff Date

Refund Amount: Deposit: \$100.00      Refund Check Form Submitted: \_\_\_\_\_  
 - Damages: \_\_\_\_\_ Staff  
**Total:** \_\_\_\_\_ \_\_\_\_\_  
Date

# Hartnett Park Parking Lot

