

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: ¹ Yes / No
Organization Name (if applicable): _____ Type: For-Profit / Non-Profit ² / 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:³ _____ Name of Facility/Facilities Requested: _____

Will there be amplified sound? ⁴ _____ Yes _____ No
Will there be exterior lighting? ⁵ _____ 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.

¹ List your Los Ranchos address for the physical address.

² Non-Profits must provide proof of 501(c)(3).

³ Attendance by 200 people or more may require a special event permit.

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

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

Village of Los Ranchos de Albuquerque Facility Rules and Regulations



Alfredo Garcia Community Barn

The Alfredo Garcia Community Barn is located at 6650 Rio Grande Blvd, just south of Village Hall. The building is approximately 9,000 square feet in size, including an open portal, and parking provides for approximately 130 parking spaces. The Barn does not have central heating, air conditioning, interior or exterior lighting, restrooms, running water, or kitchen facilities. The floor consists of pavers laid in sand. There is limited electricity available inside the Barn. A fire sprinkler system is in place. Rental of the barn includes the parking lot.

The following rules and regulations apply to the use of the **Alfredo Garcia Community Barn**:

- **Rental Fees & Security Deposit**

The fee is \$750.00 per day for nonresident or for-profit entities and \$375.00 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 barn during rental, as well as overseeing proper cleanup. The applicant is responsible for their own trash receptacles. The applicant will receive their security deposit back within thirty (30) business days after rental, after Village inspection.

Damages: No structural damage of any kind, including torn awnings, broken windows, damaged door mechanisms, and wall and floor damage. No damage to existing picnic tables.

Cleanup: Elimination of any and all litter. Removal of applicant-provided furniture and equipment. Removal of all food, beverage containers, food/beverage spills, or droppings as a result of on-site food or beverage preparation.

- **Permissible Activities**

Activities in the Barn may be limited due to limited utilities. 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.

- **Fire Department Review**

The Village will forward this application to the Bernalillo County Fire Department for their review to ensure compliance with the International Fire Code. On a Village-provided scaled diagram of the barn, a detailed floor plan of the event must be included in the application as the occupancy load will be determined by the floor plan that is submitted and approved. The Fire Department will approve the locations and use of any heating or cooking equipment. Grilling, frying, or any open flame cooking is prohibited inside the Barn and only allowed under the open portal. The use of propane is prohibited both inside

the Barn and under the open portal. A fire inspection may be required prior to the event to ensure all life safety requirements are met. Smoking is prohibited inside the Barn and within 25 feet of the Barn. Any requirements from the Fire Department will be forwarded to the applicant as conditions of approval.

- **Parking**

Attendees are to utilize the Community Barn’s unpaved parking lot directly west of the building.

- **Furnishings**

There are six picnic tables available for use. Applicants may bring their own furnishing and equipment. All equipment must be shown on the floor plan and approved by the Fire Department.

- **Food Preparation Equipment**

All food preparation equipment, furnishings, and appliances must be shown on the floor plan and approved by the Fire Department.

- **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:

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- **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 **Alfredo Garcia Community Barn**.

Applicant Signature: _____

Date: _____

Required Documents for Alfredo Garcia Community Barn Rental:

- Signed Alfredo Garcia Community Barn Rules & Regulations and Facility Rental Application
- Proof of Liability Insurance
- Site plan for fire department review
- Rental Fees & Deposit

For Office Use Only

Proof of Liability Insurance Received: _____
Staff _____ Date _____

Open Flame and/or Serving of Hot Food: Yes / No

Site Plan Reviewed: _____
Fire Department Staff _____ Date _____

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

Rental Fees & Deposit:

For Profit/Nonresident: \$750.00 + \$100.00 = **\$850.00** _____
Receipt Number

Non-Profit/Village Resident or Business: \$375.00 + \$100.00 = **\$475.00** _____
Receipt Number

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

Barn Application Approved: _____
Village Administrator _____ Date _____

Scheduled on Master Calendar: _____
Staff _____ Date _____

Keys Issued To: _____ By: _____
Applicant/Representative Name Staff Date

Keys Returned By: _____ To: _____
Applicant/Representative Name Staff Date

Refund Amount: Deposit: \$100.00 Refund Check Form Submitted: _____
- Damages/Cleaning: _____ Staff _____
Total: _____ Date _____

SCALED DIAGRAM OF BARN

A detailed floor plan of the event (sketched on this scaled diagram of the barn) must be submitted with the rental form.

