

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 Parking Lot

The Alfredo Garcia Community Barn Parking Lot is located at 6650 Rio Grande Blvd, just south of Village Hall. The lot is unpaved dirt with approximately 130 parking spaces. There are no ADA parking spaces.

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

- **Rental Fees & Security Deposit**

The fee is \$300.00 per day for nonresident or for-profit entities and \$150.00 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 rental, as well as overseeing proper cleanup after. The applicant may receive their security 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.

- **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 **Alfredo Garcia Community Barn Parking Lot** and understand that rental of this parking lot does not include the barn itself.

Applicant Signature: _____ Date: _____

Required Documents for Alfredo Garcia Community Barn Parking Lot Rental:

- Signed Alfredo Garcia Community Barn Parking Lot Rules & Regulations and Facility Rental Application
- Proof of Liability Insurance
- Rental Fees & Deposit

For Office Use Only	
Proof of Liability Insurance Received: _____	_____
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: \$300.00 + \$100.00 = \$400.00	_____
	Receipt Number
Non-Profit/Village Resident or Business: \$150.00 + \$100.00 = \$250.00	_____
	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
Key Issued To: _____	By: _____
Applicant/Representative Name	Staff
	Date
Key Returned By: _____	To: _____
Applicant/Representative Name	Staff
	Date
Refund Amount: Deposit: \$100.00	Refund Check Form Submitted: _____
- Damages: _____	Staff
Total: _____	_____
	Date