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 / 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

Larry P. Abraham Agri-Nature Center
Parking Lot A

The Larry P. Abraham Agri-Nature Center is located at 4920 Rio Grande Blvd. There is a small building on blocks near the garden and parking lot. This is a historically significant home, the Schulte House, slated for preservation that is not included in rental. **Please do not touch or enter this building.**

Parking Lot A is the larger lot, and it is unpaved without ADA parking. Pedestrian access runs along the south side of the property from Rio Grande Blvd to Griegos Drain.

The following rules and regulations apply to the use of the **Larry P. Abraham Agri-Nature Center Parking Lot A**:

- **Rental Fees & Security Deposit**
  The fee is $500.00 per day for nonresident or for-profit entities and $250.00 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 facility and property during rental, as well as overseeing proper cleanup. The applicant is responsible for their own trash receptacles outside the building. The applicant may 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 machinery, equipment, or furnishings. No damage to fields or growing areas of any kind, including digging, significant trampling by foot or vehicle, or removal of existing plantings and their supports.

  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**
  This facility is intended for agricultural education use only. On a case by case basis other permitted uses may be allowed at the discretion of the Village Administrator or Mayor. 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.

- **Availability**
  The facility is used by both Village employees and farmers who rent fields for productive use, sometimes at hours outside the typical Monday – Friday 8 am – 5 pm. Applicants may be required to maintain access to certain fields, the irrigation ditch, or equipment for care of fields in production, as staff and leases of plots are entitled to use of the center and their plot.

- **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. Smoking is prohibited inside buildings and within 25 feet of any building. Any requirements from the Fire Department will be forwarded to the applicant as conditions of approval.

- **Parking**
  Attendees are to utilize Parking Lot A on-site. Parking is prohibited on the fields.

- **Furnishings**
  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:
  > Village of Los Ranchos de Albuquerque, 6718 Rio Grande Blvd NW, Los Ranchos, NM 87107

- **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 **Larry P. Abraham Agri-Nature Center Parking Lot A** and understand that I am renting only Parking Lot A with this application.

Applicant Signature: _____ Date: _____

Required Documents for Larry P. Abraham Agri-Nature Center Parking Lot A Rental:

- ☐ Signed Larry P. Abraham Agri-Nature Center Parking Lot A Rules & Regulations and Facility Rental Application
- ☐ Proof of Liability Insurance
- ☐ Site plan for Fire Department/Agri-Nature Center Facility Manager review
- ☐ Rental Fees & Deposit

For Office Use Only

Dates & Times Approved: _____ _____
Village Facility Manager Date

_____ _____
Agricultural Programs Manager Date

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: $500.00 + $100.00 = **$600.00** _____
Receipt Number

Non-Profit/Village Resident or Business: $250.00 + $100.00 = **$350.00** _____
Receipt Number

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

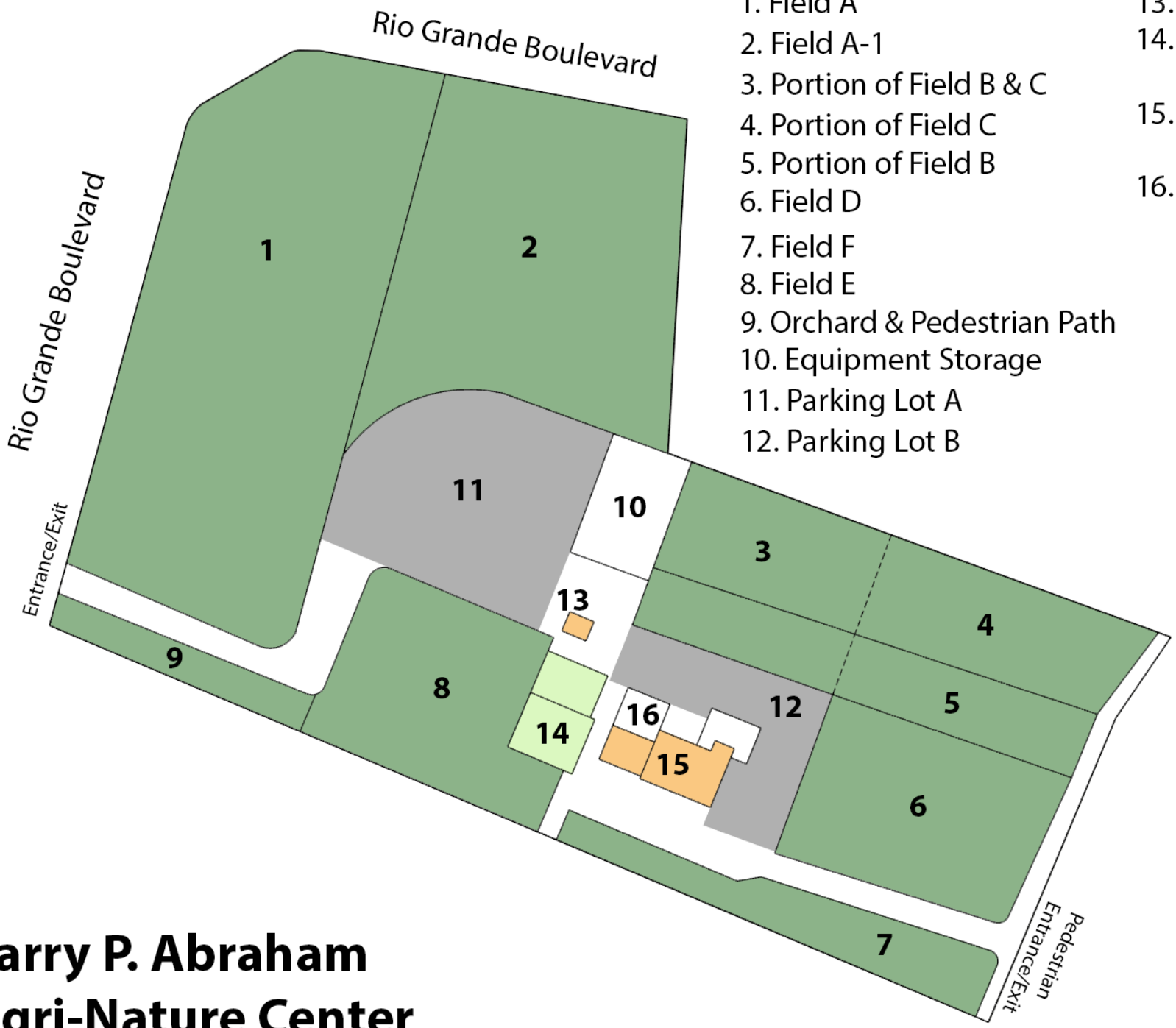
Agri-Nature Center Application Approved: _____ _____
Village Administrator Date

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



1. Field A
2. Field A-1
3. Portion of Field B & C
4. Portion of Field C
5. Portion of Field B
6. Field D
7. Field F
8. Field E
9. Orchard & Pedestrian Path
10. Equipment Storage
11. Parking Lot A
12. Parking Lot B
13. Schulte House
14. Demonstration Garden
15. Classrooms & Warehouse
16. Patio

Larry P. Abraham Agri-Nature Center