

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



Old Village Hall

The Old Village Hall is located at 920 Green Valley Rd. The paved parking lot provides 11 parking spaces, none of which are designated for handicapped use. There is heating and cooling, interior and exterior lighting, electricity, running water, trash cans, and a bathroom. The bathroom is not ADA accessible. No food preparation equipment is available.

The following rules and regulations apply to the use of the **Old Village Hall**:

- **Rental Fees & Security Deposit**
There is no rental fee or security deposit to rent the Old Village Hall. However, if damages are found and cleaning required during post-rental inspection, damages and cleaning will be charged to the applicant, such as for loss of keys.
- **Permissible Activities**
The Village retains the right to determine the appropriateness of a requested event and to approve or deny requests at its discretion. Smoking is prohibited in the building and within 25 feet of any entrance. Alcoholic beverages are prohibited.
- **Cancellation**
Applicants may cancel up to the time of rental and there are no penalties to cancellation.
- **Parking**
Attendees are to use the Old Village Hall's parking lot to the north of the building.
- **Furnishings**
There are three long rectangular tables, six benches, and about five chairs available for use. Applicants may bring their own furnishings and equipment.
- **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.
- **Food Preparation Equipment**
Applicants may bring their own food preparation equipment and will subject to review by the Bernalillo County Fire Department.

- **Liability Insurance**

The Village may require proof of liability insurance depending on the use of rental. If required, proof of liability insurance will be 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

I understand and agree to comply with the above rules and regulations regarding rental and use of the **Old Village Hall**.

Applicant Signature: _____ Date: _____

Required Documents for Old Village Hall Rental:

- Signed Old Village Hall Rules & Regulations and Facility Rental Application
- Proof of Liability Insurance, if applicable

For Office Use Only

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)

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

Old Village Hall 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

Damages Amount: _____ Request for Damages Sent: _____
Date