

POLICIES AND PROCEDURES FOR RIO ARRIBA COUNTY RENTAL CENTERS

I. General

County Centers that are owned by the County of Rio Arriba (“the County”) are for the use of the residents of the County, and are to be used primarily for public purposes which benefit the community. Priority for use of the Centers shall be given to public events and activities opened to and geared toward the community at large. Centers shall not be used for any business or profit making endeavors.

Groups may use the Center for standing or regularly scheduled meetings with the consent of the County’s designee. No standing or regularly scheduled meetings shall be scheduled on weekends.

Scheduling of events shall be made by contacting the County’s designee. Reservations shall be accepted on a first come, first serve basis. Reservations shall not be accepted more than three (3) months before the date of any function or activity. Any disputes regarding scheduling shall be referred to the County Manager or his designee for resolution.

In permitting an event or activity to take place, the renter shall take reasonable measures to assure the proper security of the building and to insure the function or activity does not result in any damage to the facility. Each room has an inventoried set of tables and chairs available for use. The renter is responsible for arranging tables and chairs for their specific purpose, and for returning tables and chairs to their original configuration.

The County reserves the right to use any Center with proper notice.

II. Receipt of Funds

All funds received or generated through fees for the rental of the Centers shall be immediately documented. All cleaning and damage deposits shall be immediately documented. In the event that the renter fails to properly clean the facility to the satisfaction of the County, the cleaning/damage deposit will not be returned.

All funds received will be used to cover the utility and maintenance costs for the facilities.

III. Senior Citizen Activity Programs within Centers

Senior Citizen Programs using County facilities will operate in accordance with by-laws established by the County’s Senior Services Division and in a

manner consistent with these policies and Procedures governing County Centers/Senior Centers.

Senior Center Staff will consistently maintain clean facilities and secure kitchen access at the end of each day, with special attention on Fridays.

Senior Center kitchens housed at County Centers are not available for public use. They are only to be used by authorized senior staff for Senior Citizen activity programs and must be properly secured when not in use.

IV. Private Activities Permitted

The following activities and events may be permitted at the County Centers subject to the approval of the County designee: wedding showers, baby showers, wedding receptions, confirmation receptions, birthday receptions, coming-of-age receptions, wedding anniversaries, retirement receptions and graduation receptions. This list is not meant to be fully inclusive. Other private uses may be permitted by the designee, subject to prior approval by the County Manager.

In particular, Community organizations may not conduct events such as fund raisers advertising, promoting or selling of merchandise or services for profit or not for profit, or other large group events at County Centers without the prior approval of the County Manager or designee.

In addition to the conditions in the Building Use Application, any private party using a County Center shall agree to:

1. Assume responsibility for all guests and for proper use and care of the facility;
2. Replace or pay for the replacement of furniture, fixtures and other contents that are broke/missing during or as a result of the use of the facility, no decorations on walls or ceiling;
3. Secure all doors and windows;
4. Hold harmless and release from liability the County of Rio Arriba, its employees, management and the Board of County Commissioners responsible for the operation of the facility, if applicable, for any claim resulting from the use of the County Center;
5. Clean the facility following use; properly replace tables and chairs; removal and proper disposal of all trash after each function; and
6. All activities that are illegal under state, federal and local law are strictly prohibited on County property and in County owned or leased facilities. **The use of alcoholic beverages is strictly prohibited. All County facilities are smoke free facilities.**
7. Individuals reserving must provide own licensed security. (list available)

Note: If County Center has special cleaning supply requirements, those supplies and instructions will be provided by the Center.

V. Insurance; Indemnification

If a private party is holding an event or a community organization is sponsoring a large group activity or event, that party must provide liability insurance naming Rio Arriba County as an additional insured. **All private parties will need to purchase liability insurance.** If the private party does not have liability insurance, it is available for purchase through the broker for the New Mexico Association of Counties.

For the purpose of these policies and procedures, a large group is any group consisting of greater than twenty-five (25) total attendees. Insurance will not be required for meetings of boards of directors of non-profit or community organizations.

VI. Fee Schedule

Each group using a Center shall be responsible for cleaning the Center, paying for repairs for any damages, and securing the Center after use, unless other arrangements have been made to secure the building

A separate check/money order of \$150.00 for the cleaning and damage deposit will be required for all private uses.

Deposits will be returned after the Center has been properly inspected for cleanliness and damage.

In addition to the cleaning and damage deposit, there will be a non-refundable **\$100.00** activity rental fee (per day/per activity) for the use of the Center for private activities, as set forth in section IV above.

There will be no activity rental fee for public service.

This fee schedule does not apply to the County Rural Events Building and Grounds. The fee schedule for this facility is available at the County Managers Office in Espanola.

VII. Prohibited Activities

All activities that are illegal under state and federal law are strictly prohibited on County property and in County owned or leased facilities. Political events are prohibited. The use of alcoholic beverages is strictly prohibited. All Centers are smoke free facilities.