

**POLICIES AND PROCEDURES FOR RIO ARRIBA  
COUNTY RURAL EVENTS MULTI-PURPOSE BUILDING  
OR ARENA/BARN**

**Thank you for considering our facility for conducting your function. The Rio Arriba County Rural Events shall be available for private rentals in accordance with the following terms and conditions:**

**I. Reservations:**

All reservations must be made by applying at the Rio Arriba County Annex at 1122 Industrial Park Rd, Espanola, NM 87532. Reservations will be taken on a first come, first-serve basis in accordance with the guidelines and policies of the County. It is the policy of the County to make the Rural Events Facilities available for rental use, under the terms and conditions set forth herein; to as broad a spectrum of groups and individuals of the County as is feasible. The County reserves the right to adopt rules and fees schedules that promote this policy and to make changes to the rules and fee schedules as the County sees fit.

Reservations can be made by applying from 8:00 a.m. to 4:00 p.m., Monday through Friday, at the Rio Arriba County Annex, excluding holidays.

*All fees associated with the rental, as set forth in this document, must be paid in full at the time of making the reservation. Please note that you may be charged for all the time you utilize the facility, including the time required for the setup and cleanup of your event.*

**II. Compliance with Applicable Laws:**

The renter is required to be present at the Rural Events Facilities and available to County Personnel during the entire course of the rental period. Renters using the facilities shall comply with all Federal, State, and Local Laws. Furthermore, the renter assumes full responsibility and liability for the acts and omissions of his/her invitees, guests, relatives, friends and their respective invitees.

**III. 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. 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.

#### **IV. Alcoholic Beverages:**

The sale, consumption or distribution of any alcoholic beverage at the Rural Events is expressly prohibited.

“NO” alcoholic beverages are allowed at a function where the main purpose and attendees are persons under the age of 21.

This includes events such as high school graduation parties, birthday parties, wedding showers, baby showers, wedding receptions, confirmation receptions, coming-of-age receptions, wedding anniversaries and retirement receptions. This list is not meant to be full inclusive.

No smoking allowed in any County Building or within 25 feet of entrance.

#### **V. Clean – Up:**

It is the responsibility of the renter to clean up the facility after use during the time frame of the scheduled event. This responsibility includes;

1. Cleaning and neatly returning tables and chairs to their original location.
2. Sweeping and mopping floors.
3. Removing decorations and signage.
4. Removal and proper disposal of all trash after event.

Tables and chairs are provided at no charge, for which the renter is responsible for set-up and takedown.

#### **VI. County Functions:**

Programs conducted by the County will be given priority over any reservation requests. The County reserves the right to cancel any reservation that may conflict with a County sponsored event or activity. Every effort is made to minimize and/or eliminate the likelihood of such an occurrence.

#### **VII. Decorations:**

All decorations that need to be attached to the physical structure (walls, ceilings, etc.) of the Rural Events facilities must be pre-approved by the County designee.

**VIII. Personal Losses and Damage Arising at Rental:**

Rio Arriba County is not responsible for lost, damaged or misplaced property placed in or in its facility or grounds. Furthermore, the renter agrees that the County is released and discharged from any and all liability for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Rural Events Facilities and/or its grounds.

**IX. Facility Access:**

**Arrangements** will be made, with the Renter, to open and close the facility. In the event of an emergency, please contact the Sheriff's Department Dispatcher at (505) 753-5555 option 7.

**X. Parking:**

Please inform your guests and contractors that there is ample parking available on the grounds, and to please observe the fire lanes and handicapped parking notices.

**XI. Security:**

Security fees are the responsibility of the renter. The type of activity will determine security requirements. The Law Enforcement Officers have the right to end an event.

**XII. Rental Fees and Cancellations:**

The facility is available for rental seven (7) days a week. The facility may be reserved in advance with the payment of the appropriate deposit and rental fee. No facility rentals will be available during the Rio Arriba County Fair and Rodeo.

Please note that these rental hours also apply to the set up and cleanup of the renter's event

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 fee which is \$75.00 an hour with a 4 hour minimum, activities in excess of 4 hours will incur fees as a \$25.00 an hour rate after the 4 hour minimum of \$75.00 an hour has been met.

There will be no activity rental fee for public service.

All cancellations must be requested by the renter in writing to the County designee.

**XIII. 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.