

State of New Mexico  
County of Grant

**Resolution #R-03-17**  
**Guidelines For Renting**  
**Bataan Memorial Park Pavilion & Concession Facilities**

**WHEREAS**, the County of Grant wishes to establish a policy for the rental of county facilities at the Bataan Memorial Park;

**NOW, THEREFORE** be it resolved that the following guidelines are hereby established for persons wishing to rent facilities at the Bataan Memorial Park:

The Grant County Public Works Department oversees and manages the operations of the Bataan Memorial Park Pavilion & Concession, hereinafter referred to as the "facility" on behalf of the County and is authorized by the County to schedule the use of the facility, to receive and process deposit any fee money received from renters on behalf of the County, and to assure use of the facility is not used to the detriment of the County and the public. Any request for use of the buildings, grounds, or equipment will be denied in any of the following situations: the intended use conflicts with the use by any scheduled group; the intended use is illegal or contrary to public use policy; the intended use is a potential threat of danger or injury to individuals or property. Only upon prior arrangement and on a very limited and case-by case basis, the storage of materials and equipment on facility property may be permitted and solely in the areas designated by the County and under such conditions and terms so specified by the County.

**I. General Rental Policies**

1. Scheduling of events is important to maximize use of the Park facility. Facility usage requests will be evaluated to determine if they can be accommodated without conflicting with regular Park facility activities.
2. Renters will enforce good order and discipline when on the facility premises, in keeping with County policy of maintaining an environment free of inappropriate and disrespectful conduct. Violations are to be documented and submitted to the County's Public Works Director.
3. The renter must make all reservations in person. The renter is responsible for the enforcement of all rules and regulations, and must be at least 21 years of age.
4. Reservations should be made in advance to insure availability. Scheduling will be granted on a first come first serve basis. The county shall have the right to cancel the rental agreement if a scheduled event if a community event that will serve the general population requires the use of the park, or unforeseen issues conflict with the use of the facility.
5. The rented portion of the park facility is to be used only by the renter and only during the time designated in the agreement. The renter will be

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responsible for reserving sufficient time to prepare for, conduct and close out the activity. Failure to limit usage of the facility to those hours shown on the rental agreement will result in forfeiture of the total deposit. Grant County will enforce the terms of the agreement.

6. Arrangements to have the facility opened and closed will be handled by renter. A KEY WILL BE ISSUED OUT TO THE RENTER.
7. Equipment such as tables and chairs may be rented for use inside the facility and will not be removed from the park premises. User is solely responsible for the setup of tables and chairs. The rental fee rate is \$2.50 per table and .75 cents per chair per each days use. Lost or damaged equipment will result in a replacement fee equal to actual replacement cost.
8. Signs, posters and decorations are restricted to the interior metal construction components of the building and must be removed, including means of attachment, at the close of the activity. No sign, poster or decoration may be used outside the building without prior approval of the county.
9. The renters will be liable for any damage to structure, or premise equipment due to the use of the facility under this agreement.
10. The county does not allow alcoholic beverages be served, sold or consumed on the premises.
11. Personal equipment must be removed from the facility at the end of the rental period. The county will not be responsible for personal items left after reservation hours.
12. Pavilion or concession renters must leave the area clean. Damage to the property shall be reported to the Grant County Public Works Director. Cleaning and damage deposits will be returned provided that the facility is left clean and no damage has been done.
13. The County Public Works Director or designee must approve all materials used to decorate or display in or around the facility.
14. To insure that the park's facility is ready for the next scheduled event, immediate cleaning will be required. All trash generated by the activity shall be removed from the park premises by the renter.
15. The rental agreement allows the special use of the park's facilities. The park is a public service facility and is open to the use by the general

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public. The general public must be allowed the use of public rest rooms, play areas, any other park features that is not directly used the renter.

**II. Security Requirements**

1. Determination of Eligibility to Rent. The County will determine the renter eligibility to rent based on a checklist of past rental problems.
2. One licensed, bonded security agent may be required for each 100 people attending the event. If required, renters shall obtain security on their own.
3. The renter shall pay for the security services at least five days in advance and provide notice to the County agent of the arrangements made for security.
4. If required security will remain onsite until the event is concluded.

**III. Deposits and Fees**

Rental fees may not be required for use by non-profit group events open to the public using the park's facilities. However, there will be a per event charge for use by the following users: 1) for-profit groups; 2) profit or non-profit fund-raisers open to the public; 3) private benefits/special events; and 4) other uses not open to the general public. The rental fees will assist the county to properly maintain, improve and purchase park equipment. Users who are charged fees must understand that such fees are very reasonably set, in order to facilitate the availability of the park and buildings for use by the community. There will be a single-use fee of \$200.00 (per day) for the park Pavilion, and a \$100.00 (per day) for the park concession. A refundable reservation/custodial deposit fee of \$50.00 is required in addition to any other fees, including nonprofit events. Each of these charges shall be paid by separate cashier's checks or money order. The single use fee shall be made payable to Grant County and received by the County Treasures office 15 days in advance of the event. The mailing address is Grant County Treasurer P.O. Box 898, Silver City, NM 88062. The reservation/custodial deposit of \$50.00 shall be made payable to the County and is used to defray any custodial and repairs expenses. After the use is completed an authorized County representative will conduct a final inspection of the facility, which may be attended by the renter if available during county operational hours. If the County representative approves the condition after final inspection the reservation/custodial deposit fee will be returned to the renter, minus any costs to repair/clean. The facility inspection form is attached hereto.

**IV. Liability Insurance Requirements**

1. When to require liability insurance.

For many uses of the facility, the risk of injury and damage is low enough that the

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**GRANT COUNTY PARK FACILITY INSPECTION REPORT**

This form is to verify the condition of the facility, equipment and furnishing prior to and after use by the following group or individuals:

\_\_\_\_\_  
**Name of renter using the facility**

Prior Inspection: Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Condition of room/rooms \_\_\_\_\_  
\_\_\_\_\_

Condition of Furnishings: \_\_\_\_\_  
\_\_\_\_\_

Outside: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Facility Administrator or designee

After Inspection: Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Condition of room/rooms: \_\_\_\_\_  
\_\_\_\_\_

Condition of Furnishings: \_\_\_\_\_  
\_\_\_\_\_

Outside: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Facility Administrator or designee

Renter is / is not entitled to the return of damage deposit. **Deposit Return**\_\_\_\_\_  
**Deposit Denied**\_\_\_\_\_

\_\_\_\_\_  
Facility Administrator

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County does not require any special liability insurance or security or special safety practices. However, if the activity that is to occur is perceived as having a higher risk for injury or damage, then liability insurance will be required of the person or group that is requesting use of the facility. The renter shall provide the County proof of insurance at the time that the reservation is made.

V. General Cleanup and Oversight of Utilities

1. General Cleanup. Renter will clean the facility and will repair any damages to the facility as a result of their activity prior to refund of deposit. Refund of any deposit fee will be contingent on effective cleanup of the facility as detailed in the form Inspection Report, attached hereto. Cleaning equipment (mops, mop buckets, broom) will be provided. Upon final inspection and approval by an authorized County representative this deposit will be returned to the renter, minus any costs to repair/clean.

**APPROVED** on this 11<sup>th</sup> day of September 2003 by the Board of Grant County Commissioners in Silver City, Grant County, New Mexico.

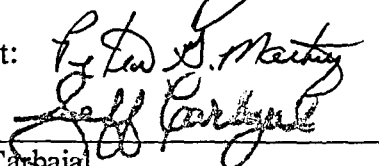
**BOARD OF GRANT COUNTY COMMISSIONERS**

  
Henry Torres, Chairman

  
Charles Kelly, Member

  
Joseph Arellano, Member

Attest:

  
Jeff Carbajal  
Grant County Clerk

