

State of New Mexico
County of Grant

Resolution No. R-14-57

**Policy for Renting and Use of Bataan Memorial Park Pavilion &
Concession Facilities**

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

NOW, THEREFORE be it resolved that the following policy is hereby established for persons wishing to rent and use the 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. The Public Works Department is authorized by the county to schedule the use and rental of the facility, to receive and process any deposits or fees received from renters on behalf of the county, and to ensure that the facility is used in a manner that benefits the public and the county.

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 previously scheduled group; the intended use is illegal or contrary to public policy; the intended use poses a potential threat of danger or injury to individuals, property, or public safety. 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. Advanced 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 conflict with regular Park activities.
2. Renters/applicants must sign the “Agreement for Use of Bataan Memorial Recreational Park” before any reservations/rentals will be approved.
3. Renters will exercise proper 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.
4. The renter is responsible for the enforcement of all rules and regulations, and must be at least 21 years of age.

5. Reservations should be made in advance to insure availability. Scheduling will be granted on a first come, first serve basis.
6. 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 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.
7. Arrangements to have the facility opened and closed will be handled by renter. A key will be issued to the named renter only, the day before the scheduled event.
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.
9. The renters will be liable for any damages to the structure or equipment due to the use of the facility under this agreement.
10. Any sale, service, and/or consumption of alcohol anywhere in the park is prohibited, unless pre-approved by the county. Any approved sale, service, or consumption of alcohol must comply with all local, state, and federal laws.
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 behind after reservation hours.
12. Pavilion or concession renters must leave the facility clean. Damage to the property shall be reported to the Grant County Public Works Director. Cleaning and damage deposit will be returned provided that the facility has been properly cleaned and has not been damaged. See section III below for further information on return of deposit.
13. To insure that the facility is ready for the next scheduled event, immediate cleaning will be required. All trash generated by the event must be removed from the park premises by the renter. Failure to remove trash will result in a forfeiture of deposit.

The park is a public service facility and is open to use by the general public. Accordingly, the general public will be permitted to use all public areas of the park that have not been specifically rented for a special event.

II. Security Requirements

1. Eligibility to Rent. The county may deny a request to rent the facility based on past violations of this policy (or previous policies); violations of local, state, or federal laws; previous misuse of property; or a proposal to use the property that the county determines to be inappropriate.
2. One licensed, bonded security agent may be required for each 100 people who attend an event. For any event at which alcohol will be sold, served, and/or consumed, renters must obtain security for the event.
3. If security is required, renters shall obtain the security on their own and the security must remain onsite until the event is concluded.
4. The renter shall provide notice to the county of arrangements made for security five days before the scheduled event.

III. Deposits and Fees

There will be a single-use fee of \$250.00 (per day) for the park Pavilion, and a \$150.00 (per day) fee for the park concession. A refundable reservation/custodial deposit of \$200.00 is required in addition to any other fees. Government entities will not be charged for use of the facility. When used for private purposes, employees of Grant County will receive a discounted rate at 10% of the rental rates described above. Employees must pay the \$200 reservation/custodial deposit, without discount. Each of these charges shall be paid by separate checks or money orders. All fees and/or deposits shall be made payable to Grant County and received by the County Treasurer's Office at least 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 \$200.00 shall be used to defray any custodial costs and repair/damage 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 operation hours. If the county representative approves the condition after final inspection the reservation/custodial deposit fee will be returned to the renter. If the renter fails to properly clean the facility and/or causes any damage to the facility, costs of cleaning and repair will be automatically deducted from the deposit. The renter shall be liable to the county for any costs of cleaning and/or repair that exceed the amount of the deposit.

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. The facility should be left in the same or better condition than it was before the event. Refund of any deposit will be contingent on effective cleanup and repair of the facility, and the removal of all trash. Cleaning equipment and supplies will be provided.

Cancellations. The applicant/renter must give the county notice of a cancellation 72 hours before the scheduled event. Failure to provide notice of cancellation 72 hours in advance may result in forfeiture of the reservation/custodial deposit.

IV. Liability and Insurance Requirements

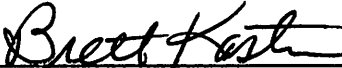
1. Some events or activities may require the renter to independently obtain liability insurance. Due to the wide variety of events that could be held at the facility, the determination of whether liability insurance will be required must be made on a case-by-case basis by the county.
2. The renter/applicant hereby agrees to hold the county, its employees, agents, and representatives harmless from any liability arising directly or indirectly from the renter/applicant's use of the facility, including but not limited to the time during which the renter/applicant sets up and breaks down equipment.
3. Any violation of this policy or the "Agreement for Use of Bataan Memorial Recreational Park" shall be deemed a breach of contract, and the renter/applicant shall be responsible for all costs, expenses, and damages suffered by the county as a consequence thereof, including reasonable attorney's fees and costs.

V. Repeal of Prior Policy, Conflicts with Other Policies


Grant County Resolution R-03-17 is hereby repealed, as well as all other Grant County resolutions and/or policies that are in conflict with the above provisions, by the adoption of this Resolution.

APPROVED on this 12th day of November 2014, by the Board of Grant County Commissioners in Silver City, Grant County, New Mexico.

BOARD OF GRANT COUNTY COMMISSIONERS:



Brett Kasten, Chairperson



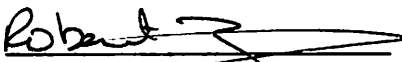
Gabriel Ramos, Member



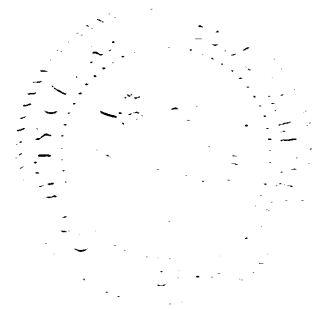
Ron Hall, Member

ATTEST:

[SEAL]



**Robert, Zamarripa,
Grant County Clerk**



APPROVED on this _____ day of _____, 2014, by the Board of Grant
County Commissioners in Silver Lake, New Mexico

BOARD OF GRANT COUNTY COMMISSIONERS

Board Secretary

County Clerk

Don Hall, Mayor



WITNESSED

ATTEST

County Clerk
Don Hall, Mayor

Agreement for Use of Bataan Memorial Recreational Park

Please finish your event no later than 12:00 a.m. and all cleaning will need to be done immediately after event.

Terms and Rules for Use of Bataan Memorial Recreational Park:

Date of use: _____ Time of use: _____

Describe Event: _____

1. Keys must be returned to the Public Works Department the next business day after the event. A \$60.00 fee will be assessed if keys are not returned in a timely manner.
2. There shall be no duplication of keys.
3. All event-generated trash must be removed from the Park facility.
4. Facilities used, including the bathroom and patio area, must be properly cleaned immediately after event.
5. All doors must be locked after event.
6. Renter must avoid the use of glass containers (Broken glass creates a safety hazard.).
7. Renter must assure safe and proper use of park equipment.
8. There is no smoking permitted inside public buildings.
9. All lights must be turned off inside of the building after the event.
10. Grilling equipment is not permitted inside the building or portal section (Grilling on cement area creates a safety hazard.).
11. In addition to the terms/rules set forth herein, all renters and/or users of the Park, must follow the Policy for Renting and Use of Bataan Memorial Park Pavilion & Concession Facilities (Resolution No. _____), as if that policy were stated herein.
12. The renter/applicant hereby agrees to hold the county, its employees, agents, and representatives harmless from any liability arising directly or indirectly from the renter/applicant's use of the facility, including but not limited to the time during which the renter/applicant sets up and breaks down equipment.

NOTICE TO USERS

You must monitor your children for proper use of the park equipment. The rocks holding the beams on the baseball fields are in place to prevent erosion. Children are not allowed to play with the rocks or remove the rocks.

I, _____, certify that I have read the terms of this agreement and the Policy for Renting and use of Bataan Memorial Park Pavilion & Concession Facilities (Resolution No. _____), and agree to accept the duties and responsibilities set forth in both documents.

RESPONSIBLE PARTY'S SIGNATURE: _____ Date

ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ CELL PHONE: _____

Approved by:

Authorized County Representative

Emergency Contact Information

If there are any emergencies with the facility or a facility user, please contact GC Central Dispatch at 388-8840. For building maintenance issues, please call Justin Reese at 313-3603).