

**APPLICATION FOR USE OF BOSQUE FARMS COMMUNITY CENTER
BOSQUE FARMS, NEW MEXICO**

The undersigned as Applicant for the use of the Bosque Farms Community Center facilities, hereafter referred to as the "Center", by submitting the following application, agrees to be bound by the conditions and the policies of the Village of Bosque Farms, hereafter referred to as the "Village", for the use of the "Center" as outlined below.

Name of Applicant or Organization _____

Name of Responsible Person (if different from Applicant) _____

_____ Phone number _____

Physical Address of Responsible Person _____

City _____ State _____ Zip _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Applicant's Designee (Person or persons, other than Applicant who can act on their behalf)

Designee's Address _____

Phone Number _____

Estimated number of persons in attendance _____

Date of Event _____ to _____ Day(s) of Week _____

Hours including set up and break-down from _____ to _____

Purpose for Use of Center _____

Sprinkler system in back automatically comes on in the early morning hours. Will you need the sprinkler system turned off for any reason? _____

GENERAL CONDITIONS FOR USE OF THE CENTER:

The Center is located at 950 North Bosque Loop, Bosque Farms, NM 87068. Please mail all correspondence to the Village of Bosque Farms Community Center, P.O. Box 660, Peralta, NM 87042

Make check payable to the Village of Bosque Farms

The Center is available for rental seven days a week as follows:

Sunday through Thursday: Event/Activity shall terminate by 10:00 p.m. and the Center must be vacated by 11:00 p.m.

Friday and Saturday: Event/Activity shall terminate by 11:00 p.m. and the Center must be vacated by midnight.

NO ALCOHOL, ILLEGAL DRUGS, WEAPONS OR OTHER HAZARDOUS MATERIALS/EQUIPMENT WILL BE ALLOWED ON THE PREMISES AT ANY TIME, INCLUDING THE BUILDING, YARD AND PARKING AREA. STATE LAW PROHIBITS SMOKING IN PUBLIC BUILDINGS, INCLUDING BATHROOMS.

The Responsible Person, Applicant or Designee named above **must** be present while the Center is open. The Responsible Person shall pay for any damage done to Village property during the time of the individual's/organization's use of the center. Damages to the Center shall be paid within 10 days of presentment of the damage invoice from the Village.

Air Conditioning: The Center is equipped with refrigerated air conditioning and does not require cross ventilation. **Do Not** prop doors open during event, except as needed for loading and unloading.

Animals: No animals are allowed on Village property except for service animals.

Audio/Visual: No Audio/Visual equipment is available for rental.

Backyard: No vehicles of any type are permitted to drive in the yard for any reason. Jumpers and BBQ grills are the sole responsibility of the Responsible Person.

Children: Children must be supervised by an adult at all times.

Cleaning: The Responsible Person shall ensure the following items are complete immediately after each use:

1. Clean the kitchen, including areas where food was served or prepared. All equipment must be turned off and cleaned. This includes, but is not limited to, microwave, oven, stove, prep table, counters, sinks and kitchen floor.
2. Leave tables and chairs clean for the next user. Upholstery cleaning is not included in the cleaning fee.
3. Remove all trash from the facilities. Trash may not be disposed of in the dumpsters located at the Recreation Complex or Bosque Farms Rodeo Association Grounds, but must be hauled away for private disposal. Trash and debris must be picked up from yard and parking areas.
4. Immediately after the event, remove all items that have been brought to the facilities. This includes, but is not limited to, table cloths, dishes, food, decorations and rented equipment.

Damages and Additional Charges: Damages to Village property, including but not limited to, building, grounds, furnishings, and games by attendees, including children, will be charged to the Responsible Person.

Additional fees may be charged for failure of the Applicant or Responsible Person to abide by the terms of this agreement.

Decoration Policy:

1. **No loose glitter, confetti, bubbles or silly string may be used.**
2. **Do not use tape on walls, ceilings or furnishings. Do not put nails, screws, tacks, staples, etc. into any surface. Existing hooks at the top of the blue wall are available to hang banners or decorations. All other decorations must be freestanding on tables or floor.**
3. **No decorative use of hay, tumbleweeds, wood shavings, sawdust, cornmeal or the like is allowed.**
4. **Candles may be used, but must be placed in containers to prevent melted wax from dripping onto furniture or floors.**

Fire Regulations: The user shall abide by all fire regulations in place during the time the Center is being utilized. The NM State Fire Code and the Life Safety Code shall be enforced in their entirety at the Center. **THE RESPONSIBLE PERSON SHALL ADHERE TO THE MAXIMUM OCCUPANCY OF 185 PEOPLE.**

Americans with Disabilities Act: The Center is handicapped accessible.

Food Services/Kitchen Use: Refrigerator/freezer use is not generally available. The Responsible Person should plan to bring coolers as necessary. The use of stove, oven and microwave are permitted with social gathering rentals. Coffee makers are not available for use. If additional refrigerators or freezers are brought to an event, they must be kept outside and run on generators. They are not permitted inside the building and may not be plugged into outside receptacles. Utensils, hot pads, rags, towels, trash bags or any other needed items for kitchen use will not be supplied by the Center. Applicant or Responsible Person should plan to bring their own utensil items and supplies for kitchen use. Locked cabinets and closets shall not be tampered with.

Gaming Equipment: Air hockey, foosball and pool table are available for use at an additional charge. The pool table is limited to ages 12 and older with adult supervision being required for minors. The pool table is not to be moved under any circumstances. Any missing or damaged equipment will be the financial responsibility of the Responsible Person. The Village is not responsible for any accidents or injuries caused by the gaming equipment.

Noise: 7-1-6 of the Bosque Farms Code of Ordinances states that it is unlawful for any person to make, continue or cause to be made, any loud or unusual noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others. See 7-1-6 for specifics.

Parking: The Center parking lot is available during the event; however, it must be vacated one (1) hour after the close of the scheduled event. Additional parking lots west of the Center are available on a first come, first served basis. No overnight parking is allowed.

Security: The Responsible Person will provide adequate and appropriate security for their event.

Set Up/Tear Down: The Responsible Person is responsible for the setup of tables and chairs as needed and for putting tables back into the original places with chairs placed upside down on tables after the event. Extra tables need to be folded and placed back in rack and extra chairs need to be stacked neatly 12 to 13 high.

Smoking: New Mexico State law **DOES NOT** allow **SMOKING** in public buildings. Consult with the Community Center Director for designated smoking areas.

Failure to comply with any of these conditions shall result in immediate termination of the event and forfeiture of your damage deposit and/or legal action being taken including any and all legal fees and/or costs associated with the enforcement of this agreement.

Please direct questions to the Community Center Director at (505)869-5133.

Signature of Applicant

Date

Signature of Responsible Person

Date

Please provide a copy of a Legal ID or Drivers' License.

**BOSQUE FARMS COMMUNITY CENTER
FEE SCHEDULE**

Organization-Group Meeting - Kitchen use not Permitted (2 Hour Minimum)

50 People or Less	\$20.00 per hour + \$55.00 Refundable Cleaning Deposit
51-100 People	\$30.00 per hour + \$55.00 Refundable Cleaning Deposit
101-185 People	\$40.00 per hour + \$55.00 Refundable Cleaning Deposit

Social Gatherings (Dances, Receptions, etc.) – Kitchen use Permitted

50 People or Less	\$125.00 + \$55.00 Cleaning Fee + \$100 Refundable Damage Deposit
51-100 People	\$175.00 + \$55.00 Cleaning Fee + \$200 Refundable Damage Deposit
101-185 People	\$275.00 + \$55.00 Cleaning Fee + \$275 Refundable Damage Deposit

The above prices for Social Gatherings are for a four (4) hour rental. \$20.00 will be charged for each additional hour including time needed before and after event. Changes to this agreement must be approved by the Community Center Director prior to the scheduled event.

A \$55.00 deposit is required to hold your reservation. It will be applied toward the total amount due. If the event is cancelled, the deposit will be forfeited.

All fees are due ten (10) working days prior to your event. **PAYMENT OF FEES IS YOUR RESPONSIBILITY.** If the fees are not paid when due, the event will be removed from the calendar and any fees previously paid will be forfeited.

Cash is required for all rentals made less than ten (10) days in advance.

Additional hours not specified in this agreement, such as the event taking longer than the scheduled time, will be charged at a \$45.00 per hour penalty.

Holiday fees are increased by 25%. Holidays include: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Prior to the return of any deposits, all charges must be paid in full.

Use of the air hockey, foosball and pool table is an **ADDITIONAL \$25.00** for the entire rental period.

Bosque Farms Community Center
Rose Poitras, Director
(505)869-5133
ccdirector@bosquefarmsonm.gov