



**CITY OF
GALLUP**

Parks, Recreation & Senior Program Departments

Facilities Usage Agreement

*Parks, Recreation Program
Administrative Office*

906 Tafoya Dr.

PO Box 1270

Gallup, NM 87301

Phone: 505-726-5490

Fax: 505-726-7540



City of Gallup Parks, Recreation & Senior Program
Departments
Facilities Usage Agreement
Instructions

1. Call the Recreation & Senior Program Administrative Office at 505-726-5460 and ensure your dates are still available. (Dates will not be scheduled until a deposit has been made)
2. Complete this Facilities Usage Agreement Packet and return to this office at the Aquatic Center located at 620 South Boardman Avenue. (Parts 1-2 are to be submitted prior to event, Part 4 is to be submitted after event, Instruction and Rules & Requirements are for your information and file).
3. **Completed packets, payment of all money due, proof of insurance, etc. must be submitted TWO (2) WEEKS PRIOR (10 working days) to event/activity. Attach verification of insurance. Approval cannot be granted without verification of insurance as required by the City of Gallup Risk Management Office.**
4. **For any Cancelations on Tournament, please notify the Recreation & Senior Program Administrative Office at 505-726-5460 24 hours prior to event.**
5. Attach a game and/or practice schedule to your packet as applicable. Any schedule changes must be approved through the Office. Do NOT assume scheduling changes can be made without approval. Do not assume we can read your mind regarding schedule changes.
6. Leave the applicable deposit when submitting your packet. Checks or money orders only please! Dates will not be reserved until a deposit is received.
7. Take your receipt with you (Parts 3 and a hand written copy). This is also your copy of the dates, times, and fields approved for your event. Please follow these rules and requirements.
8. **The Executive Director of Parks & Recreation will review your packet and either approve or disapprove it on a case-by-case basis. Submission of a completed Facilities Agreement does not guarantee approval. The Recreation Administrative Personnel will contact you to notify you of the decision. The approval page may be picked up at the office so you have verification of the scheduling of your event.**
9. After your event make sure the area you used is better than when you arrived.
10. Submit the Statement of Benefit (Part 4) to the Office. If event was cleaned, the clean-up fee will be refunded to your organization. Refund of any applicable deposits will only be processed upon request by the organization and receipt by the Recreation & Senior Program Administrative Office of the Statement of Benefit. (Deposits will be processed through a City of Gallup check written to your organization and mailed to the address provided on the Facilities Agreement). Any refunds awarded back to the organization may take up to 30 days.
11. This Statement of Benefit does NOT replace the annual Financial Statement. All leagues must submit an annual Financial Statement upon the conclusion of the season or before 5 weeks (around February 5th) of the first of the year.

City of Gallup Parks, Recreation & Senior Program
Departments
Facilities Usage Agreement
Rules & Requirements
(This portion for user)

REQUIREMENTS & RULES:

1. A \$200.00 deposit is required to reserve your dates of tournament (will place you on calendar and this deposit will go toward your overall fees).
2. **Must have proof of insurance, Commercial General Liability (Due 2 weeks before event)**
3. Must have certified umpires and officials sanctioned through ASA or USSSA or equivalent.
4. Payment of fees as requested. **Due 2 weeks before event.**
5. No alcoholic beverages or illegal drugs per City ordinance. Agreement person(s) shall be responsible for penalties/damages caused by participants.
6. No vehicles of any kind are allowed on fields for any reason. Only rakes may be used for field dressing. Absolutely NO vehicles are allowed inside the fenced areas of parks -- all tables, chairs, grills, etc. must be carried in.
7. You will have to provide your own bases for use on the fields.
8. Fires are to be placed in designated grills and fireplaces (you may bring in your own). All grills and fireplaces are to be properly extinguished when finished with them.
9. Lights/scoreboard shall be turned off no later than 10 minutes after the last game. Failure to do so may result in forfeiture of deposits.
10. Area including dugouts, playground, ball fields, bleachers, picnic tables, etc. must be cleaned of trash. Failure to do so may result in forfeiture of deposits.
11. A park permit is required for parties of more than 150, if a PA system will be used, or if food will be served.(A food service permit may also be required). (These are obtained through the City Clerk's Office)
12. Arrangements for keys for bathrooms and lights must be made in advance with the Parks Director. All keys must be returned the next business day after the event. All buildings and bathrooms must be locked or there will be a forfeiture of deposit.
13. Read and sign waiver as part of this packet. Waiver can also be used for each participant if you so choose.
14. **ALL activities must be concluded and the lights must be turned off by 10:00pm in ALL facilities.**
15. **Rules for the turf fields (Mickey Mantle, Girls Softball, Pee Wee Reese & Stafie) are as follows:**
 - ✓ NO SEEDS, GUM, CANDY, FOOD or DRINKS (of any kind)
 - ✓ NO METAL CLEATS
 - ✓ NO TOBACCO (smoking, chewing, or cigarette butts)
 - ✓ NO PETS (of any kind, on or off leash)
 - ✓ NO SOFT TOSS (hitting balls against the fence)
 - ✓ NO CHAIRS (of any kind)
 - ✓ NO SPECTATORS ON THE TURF (spectators are welcome in the bleachers but NOT inside the fence or on the turf)
 - ✓ THESE RULES ALSO APPLY TO THE DUGOUTS & SIDELINES. The only drink permitted in dugouts or on sidelines is water and water only!
 - ✓ THESE RULES ARE FOR THE PROTECTION & LONG LIFE OF THE TURF -- PLEASE FOLLOW THEM!

The Contact Persons (or "Home Team") for the event are responsible for ensuring requirements and rules are followed.

Failure to abide by these rules may result in forfeiture of further usage by individuals or the organization as a whole.

**City of Gallup Parks, Recreation & Senior Program
Departments
Facilities Usage Agreement
Part 1- Request Letter/ Application**

The following application serves as my request to use the City of Gallup Parks and Recreation facilities. I have received and understand the rules and policies governing the usage of these facilities and acknowledge that submission of this application serves as agreement to abide by these rules and policies. I understand that submission of this request and agreement does not constitute approval of facility usage.

Today's Date: _____

Name of Function/ Tournament: _____ Non-Profit? Y/N (please circle)

Organization Name: _____ Adult/Youth (please circle)

Person in Charge: _____ Email: _____

Home Phone: _____

Address _____ City _____ State _____ Zip _____

2nd Contact Person: _____ Email: _____

Home Phone: _____

EVENT DETAILS:

Dates of Event: _____ Dates of Season: _____

Start Time: _____ End Time: _____ #of Teams: _____ # of Participants: _____

Type of Event (please circle): Tournament Game Practice Sports Season (leagues, schools, etc.) Other: _____
(PLEASE ATTACH PRACTICE AND/OR GAME SCHEDULE)

FACILITY:

Sports Complex Fields: #1 (SW) _____ #2 (NW) _____ #3 (NE) _____ #4 (SE) _____

Ford Canyon Complex: Girls _____ Stafie _____ PeeWee _____ Mickey Mantle _____

Other Fields: T-Ball _____ Indian Hills _____ (TDFL) _____ Father Dunstan _____

Soccer Complex _____

Other Facility: _____

Specific Needs/Requests: _____

For all repetitive or seasonal requests (ie: school team games or league seasons) please attach a full and complete schedule both for games and practices if field usage is desired for both.

Signature of Person in Charge

Date

PLEASE READ AND SIGN WAIVER on PART 2
**City of Gallup Parks, Recreation & Senior Program
Departments
Facilities Usage Agreement
Part 2 – Waiver of Liability**

RELEASE, INDEMNIFICATION & ACKNOWLEDGEMENT

(To be signed by Group Representatives, Adult Participants, or Parent/Guardian of Participating Minor)

In return for _____ being allowed to participate in activities of the City of Gallup Parks & Recreation Departments, or to use equipment of City Facilities operated by said departments, today and at any time in the future , I hereby agree as follows:

1) Release:

I release the City of Gallup Parks & Recreation Departments, its directors, employees, boards, agents, successors, and assigns from all liabilities, claims, causes of action, of any kind or nature whatsoever, breach of contract or any other fault, in any way relating to or arising at any time out of my participation (or my child's participation), in any activity of the City of Gallup Parks & Recreation programs, use of equipment or facilities.

2) Indemnification:

I assume liability for, and agree to indemnify, protect, hold harmless the City of Gallup Parks & Recreation Departments, its directors, employees, boards, agents, successors and assigns from all liabilities, losses, damages, expenses, (including reasonable attorney fees), claims, suits and causes of action, of any kind or nature whatsoever, breach of contract or any other fault, in any way relating to or arising out of my child's participation and/or adult participation in any activity of the City of Gallup Parks & Recreation Departments or use of equipment or facilities.

3) Acknowledgement:

I acknowledge that I have received a copy of the rules and that I have read and understand these rules. I acknowledge that by signing this agreement I am agreeing to follow and abide by these rules and policies. I understand that failure to abide by these rules may result in forfeiture of future use of the City of Gallup facilities.

I have read and understand this agreement. I understand that by making this agreement, I surrender valuable rights. I do so freely and voluntarily.

Signature of Adult Participant or Parent/Guardian of Minor

Printed Name

Date

**City of Gallup Parks, Recreation & Senior Program
Departments**

**Facilities Usage Agreement
Part 3- Participant Payment Receipt**

City of Gallup Parks & Recreation Office Use Only

REQUIRED ATTACHMENTS:

Park Permit Required? yes no Date Received: _____ (Please attach)
Insurance Required? yes Date Received: _____ (Please attach)
Non-Profit Organization Tax ID #: _____ Date Received: _____ (Please attach)
Season Schedule: HS Varsity HSJV Youth League Adult League Practice Other _____

PAYMENT

- 1. Facility Fees: (see fee schedule) _____
- 2. REQUIRED lining fees: \$20.00 per field/per day _____
- 3. \$100.00 refundable deposit - clean up fee _____
- 4. Any Other Fees: _____

Total Fees Required: _____

(\$200.00 Deposit will be required to hold dates – will go toward payment of total fees)

Total Fees Required: _____
Deposit Paid Amount: _____ Received by: _____
Date Paid: _____ Check #: _____

Balance Due: _____
Total Balance Collected: _____ Received by: _____
Date Paid: _____ Check #: _____

EVENT DETAILS:

Person in charge: _____ Phone: _____
Dates of Event: _____ Dates of Season: _____
Start Time: _____ End Time: _____ #of Teams: _____ # of Participants _____
Type of Event (please circle): Tournament Game Practice Sports Season(leagues, schools, etc.) Other: _____
(PLEASE ATTACH PRACTICE AND/OR GAME SCHEDULE)

FACILITY:

Sports Complex Fields: #1 (SW) _____ #2 (NW) _____ #3 (NE) _____ #4 (SE) _____
Ford Canyon Complex: Girls _____ Stafie _____ PeeWee _____ Mickey Mantle _____
Other Fields: T-Ball _____ Indian Hills _____ (TDFL) _____ Father Dunstan _____
Soccer Complex _____
Other Facility: _____
Specific Needs/Requests: _____

City of Gallup Authorization:

Signature of Parks or Recreation Executive Director

Title

Approved/Disapproved (Please circle)

Date

City of Gallup Parks, Recreation & Senior Program

Departments

Facilities Usage Agreement

Part 4 - Statement of Benefit

This Statement of Benefit must be submitted before any refund of deposit will be made. This statement does NOT take the place of an annual Financial Statement

Today's Date: _____ Person in Charge: _____

Name of Tournament/Function: _____ Non-Profit? Y/N

Organization Name: _____ Adult/Youth (please circle)

EVENT DETAILS:

Dates of Event: _____ Start Time: _____ End Time: _____

Number of Teams: _____ Total #of participants: _____ #Youth: _____ # Adults: _____

Purpose of Event: _____

FACILITY:

Which facility did you use? _____

Did you have a park permit? Y/N Was the facility ready for usage? Y/N

Did you have what you asked for on your facilities request? Y/N

Did you use lights? Y/N Did you require striping? Y/N Did you have a concession stand? Y/N

Other Comments: _____

BENEFIT:

How much did you charge? _____ How did you charge? (ie: per team, admission fee for everyone, per participant)

Please complete balance sheet below:

| Transaction Description | Dollar Amt |
|--------------------------------|------------|
| Money brought in: | |
| Admission Fees | \$ |
| Team Entry Fees | \$ |
| Sponsorship | \$ |
| Concession Stand | \$ |
| Other Income | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total Money Brought In: | \$ |

| Transaction Description | Dollar Amt |
|---------------------------------|------------|
| Expenses Paid Out: | |
| Tournament Fees | \$ |
| Lining Fees | \$ |
| Deposits Paid | \$ |
| Equipment Expenses | \$ |
| Concession Expenses | \$ |
| Other Expenses | \$ |
| | \$ |
| | \$ |
| Total Expenses Paid Out: | \$ |

| Income Statement | |
|----------------------------------|-------------|
| Total Money Brought In | \$ |
| Subtract Total Expenses Paid Out | - \$ |
| Net Income | = \$ |

| For Office Use Only | |
|--------------------------|--------------|
| Date Received | Other Notes: |
| Received by | |
| Area Cleaned | |
| Refund of Deposits | |
| Date/# of Refund Chk Req | |