



**CITY OF
GALLUP**

Parks & Recreation Departments

Facilities Usage Agreement

Parks, Recreation Program

Administrative Office

906 Tafoya Dr.

PO Box 1270

Gallup, NM 87301

Park Phone: 505-726-5492

email: dparra@gallupnm.gov

Recreation Phone: 505-488-2017

email: mburrola@gallupnm.gov



City of Gallup Parks & Recreation Department

Facilities Usage Agreement Instructions

1. For Park events call the Park Office @ 505.726.5492 and ensure your dates are available. For Recreation events call the Recreation Manager @ 505.488.2017. (Dates will not be scheduled until a deposit has been made).
2. Complete this Facilities Usage Agreement Packet and return to the Park Office located at 906 Tafoya Dr. (Building next to the Mickey Mantle field @ Ford Canyon Park). Or for Recreation – return to the designated Facility in which you are requesting to hold an event. (Parts 1-3 are to be submitted prior to event. Instruction, 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 your event/activity, please notify the designated department in which you are making arrangements with.
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. 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 Usage Agreement does not guarantee approval. The Parks Department or the Recreation Manager 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.
8. After your event make sure the area you used is better than when you arrived.
9. If event was cleaned and no damage to City property, the deposit will be refunded to your organization. Refund of any applicable deposits will only be processed upon request by the organization and receipt by the Parks & Recreation Departments. (Deposits will be processed through a City of Gallup check written to your organization and mailed to the address provided on the Facilities Usage Agreement). Any refunds awarded back to the organization may take up to 30 days.
10. The Statement of Benefit does NOT replace the annual Financial Statement. All leagues MUST submit an annual Financial Statement upon conclusion of the season or before 5 weeks (around February 5th) of the first of the year to the Gallup Sports Commission.

City of Gallup Parks & Recreation

Facilities Usage Agreement Rules & Requirements

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. Payment of fees as requested. Due 2 weeks before event.
4. No alcoholic beverages or illegal drugs per City ordinance. Agreement person(s) shall be responsible for penalties/damages caused by participants.
5. 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.
6. You will have to provide your own bases for use on the fields.
7. 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.
8. 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.
9. 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.
10. 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, which is obtained through the City Clerk's Office).
11. Arrangements for keys for bathrooms and lights must be made in advance with the Parks Office. 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.
12. Read and sign waiver as part of this packet. Waiver can also be used for each participant if you so choose.
13. All activities must be concluded and the lights must be turned off by 10:00 PM in all Facilities, unless otherwise approved by the Parks Executive Director or the Recreation Manager.
14. Rules for the turf fields (Mickey Mantle, Girls Softball, Pee Wee Reese, Stafie, TDFL, & the Sports Complex) are as follows:
 - **NO SEEDS, GUM, CANDY, FOOD OR DRINKS (INCLUDING ALCOHOL) OF ANY KIND**
 - **NO METAL CLEATT**
 - **NO TOBACCO (smoking, chewing, or cigarette butts)**
 - **NO PETS (of any kind – on or off the 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 or along the outside of the fence)**
 - **THESE RULES ALSO APPLY TO THE DUGOUTS & SIDELINES. The only drink permitted in dugouts or on sidelines is water & water only!!**
 - **THESE RULES ARE FOR THE PROTECTION & LONG LIFE OF THE TURF. PLEASE FOLLOW THEM!!**

The Contact Person (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
 Program Departments
Facilities Usage Agreement Fee Schedule
(This portion for user)

FEE SCHEDULE:

<i>Facility Usage Description:</i>	<i>Fee Amount:</i>	<i>Notes:</i>
All Other Field/Facility Usage	\$200.00 \$300.00	Per field or facility per day Gym 8am- 9pm
All Other Field/Facility Usage	\$100.00 \$150.00	Per field or facility per half day Gym per half day 5pm- 9:pm
Clean-Up and Damage Deposit	\$100.00	Refundable upon receipt of provided area was cleaned
Concession Stands	\$75.00	Per concession/ per day (Food Handlers Permit Needed) *Available between September to April
Parking Fees	\$1.00	Per vehicle during Seasonal Play and Tournaments if requested. Will be held by City contract security/ 100 % fees will go to City of Gallup.
Non-Profit Sport Leagues (Adult or Youth)	50%	Require Facility Agreement, Insurance & Seasonal Financial Statements
Schools	None	Require the MOU and Facility Agreement & Insurance

For additional facility fees or information please contact the Parks or
 Recreation Office for a complete Parks & Recreation Fee Schedule.

City of Gallup Parks & Recreation Departments
Facilities Usage Agreement
Part 1 – Request Letter / Application

The following applications 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 (league, schools, etc) Other _____

(Please attach practice and / or game schedule)

Facility:

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

Ford Canyon Complex: Girls Field _____ Stafie _____ Pee Wee Reese _____ Mickey Mantle _____

Other Fields: T-Ball _____ Indian Hills _____ TDFL _____ Father Dunston _____

LBM Rec Center _____ Cecil Garcia Fitness Center _____ Aquatic Center _____ HRAC _____

Other Facility: _____

Specific Needs / Request:

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.

PLEASE READ AND SIGN WAIVER

**City of Gallup Parks & Recreation 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.

X

Signature of Adult Participant or Parent/Guardian of Minor

Printed Name

Date

Gallup Parks & Recreation 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 No Date Received _____ (Please Attach)
Non-Profit Organization Tax Id # _____ Date Received _____ (Please Attach)
Season Schedule: HS Varsity HS Junior Varsity Youth League Adult league Practice
Other _____

Payment

1. Facility Fees (see fee schedule) _____
 2. \$100.00 refundable deposit – Clean-Up & Damage fee (Recreation) _____
 3. 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 _____	Received by _____
Deposit Paid _____	Date Paid _____
	Check/MO # _____ Cash _____
Balance Due _____	
Total Balance Collected _____	Received by _____
	Date Paid _____
	Check/MO # _____ Cash _____

Event Details:

Person in Charge _____ Phone _____
Dates of Event _____ Dates of Season _____
Start Time _____ am/pm End Time _____ am/pm # of Teams _____ # of Participants _____
Type of Event (Please Circle) Tournament Game Practice Sports Season Other _____
(Please attach practice and or game schedule)

Facility:

Sports Complex Fields: #1 (SW) _____ #2 (NW) _____ #3 (NE) _____ #4 (SE) _____ Trail _____
Ford Canyon Complex: Girls Field _____ Stafie _____ Pee Wee Reese _____ Mickey Mantle _____
Other Fields: T-Ball _____ Indian Hills _____ TDFL _____ Father Dunston _____
LBM Rec Center _____ Cecil Garcia Fitness Center _____ Aquatic Center _____ HRAC _____
Other Facility: _____
Specific Needs / Request: _____

City of Gallup Authorization

Signature of Parks Executive Director or
Recreation Manager

Approved / Disapproved (Please Circle)

Date _____