

Facility Usage/Rental Policies & Procedures Handbook

Introduction

The mission of the Community Recreation & Educational Initiatives (CREI) Division is to enhance the quality of life for residents of the greater Albuquerque area by providing diverse recreational and educational opportunities in a safe, welcoming, and inclusive environment. Community center facility use supports this mission by expanding access to spaces that foster learning, recreation, community engagement, and enrichment.

Community center facilities and amenities vary by location and may include gymnasiums, classrooms, computer labs, outdoor patios, and other multi-purpose spaces.

Availability of Space

Facility use and rentals are offered within seasonal semesters (Fall, Spring, and Summer). Semester dates may vary annually and may include breaks between scheduling periods.

Community center calendars are available at play.cabq.gov for informational purposes; however, calendar availability does not guarantee facility use or rental approval. City of Albuquerque programs, services, and activities take priority in all facility scheduling decisions. The City reserves the right to approve, deny, or prioritize activities conducted in City facilities.

Meetings and activities must remain within the reserved space(s) identified in the approved agreement. Multiple groups may be using the facility simultaneously in separate rooms or areas. All users are expected to respect the space, activities, and participants of other groups.

To request facility use or rental, applicants must complete a Facility Use/Rental Request Form at cabq.gov/ccrentals. Contact information for each community center is available on the respective community center webpage.

Interest forms for Categories 2 and 3 (see below) are accepted and reviewed beginning six (6) weeks prior to each semester. Interest forms for Categories 1 and 4 may be submitted up to six (6) months in advance.

Facility Usage/ Rental Requests

After-hours requests must be submitted at least 30 days and no more than 90 days before the event date. Full payment is due 14 days prior to the event.

Community center staff will review all requests and notify applicants of approval or denial within 10 business days of submission. Facility use and rental requests are approved at the discretion of community center management.

Once approved, applicants must complete the facility use/rental process through an online contract administered by the CREI Rental Coordinator via play.cabq.gov. Additional requirements, including insurance, background checks, and applicable fees, may apply.

Pursuant to the "City of Albuquerque Facility Guidelines and Fees - Exhibit A" the following fees and categories have been put into place:

Category 1 – Community Benefit Programs & Events

One-time or recurring activities, meetings, or events conducted by public interest organizations, governmental entities, Albuquerque Public Schools, or individuals that are free, open to the public, and intended to benefit the community. Political campaign activities are not permitted under this category.

Examples: Neighborhood association meetings, community support groups, public health clinics, AARP meetings, town halls, classes, and community activities.

Fee: No charge.

Category 2 – Closed Public Interest & Governmental Use

One-time or recurring activities, meetings, or events conducted by public interest organizations, governmental entities, or Albuquerque Public Schools that are not open to the public.

Examples: Team practices, HOA meetings, political or fundraising events, Toastmasters meetings, and similar activities.

Fee: \$7.50 per room, per hour.

Category 3 – Fee-Based Public Programs

One-time or recurring activities, meetings, or events that are open to the public and charge a participation fee.

Examples: Fitness, recreational, educational, enrichment, or instructional classes.

Fees:

- \$10.00 per room, per hour; or
- \$15.00 per gymnasium (or comparable large space), per hour.
- A \$25.00 non-refundable cleaning fee applies per semester for recurring activities.

Category 4 – Private & Exclusive Use Events

One-time events reserved for the private use of individuals, groups, or for-profit organizations.

Examples: Birthday parties, baby showers, weddings, funeral receptions, and similar events.

Fees:

- \$40.00 per room, per hour (fewer than 50 attendees)
- \$50.00 per room, per hour (50–99 attendees)
- \$60.00 per room, per hour (100+ attendees)

Additional Requirements

Categories 2 and 3 may be approved for a maximum of one semester and up to three (3) hours per session. Reservation times must include all setup and cleanup activities.

The CREI Rental Coordinator has final authority to determine category classifications.

Facility Usage/ Rental Fees

After-Hours Facility Use Licensure Agreement

After-hours requests are available on Saturdays and Sundays for one-time, large-scale events requiring exclusive use of a community center. Recurring activities are not eligible for after-hours reservations. During these rentals, the facility will be closed to the public.

Approval of after-hours requests is subject to room and staff availability. After-hours rates differ from standard facility use rates during regular operating hours.

Fees for After Hours Requests

Rental Rates

- Small Meeting Rooms (under 50 attendees): \$100/hour | \$350 half-day | \$700 full-day
- Medium/Large Meeting Rooms (50+ attendees): \$150/hour | \$450 half-day | \$900 full-day
- Gymnasiums (50+ attendees): Starting at \$150/hour | \$500 half-day | \$1,000 full-day

Rates may vary based on attendance.

Rental Periods

- Hourly options available (3-hour minimum)
- Half-day = 4 hours
- Full-day = 8 hours

Reservation Requirements

- Requests must be submitted at least 30 days and no more than 90 days before the event date.
- Full payment is due 14 days prior to the event.
- Staff will approve or deny requests within 10 business days of submission.

Payments & Fees

All fees are due at the digital signing of the Rental/Facility Use contract on play.cabq.gov. Payments are required to be paid with a credit/debit card and a current community center membership is required for payment.

Renewals

Renewal of facility usage agreements are made at the discretion of community center management staff on a semester basis. Staff may consider the following when negotiating a renewal:

- Attendance rates of programs
- Compliance with facility usage policies
- Room availability
- Diversity of activities and programs
- City programming
- Community input

Renewals for recurring activities will be considered on a semester basis, with the completion of a new Facility Use Interest Form.

Requirements for Facility Usage

Additional requirements are in place for individuals using community center facilities under Categories 1 & 3. Commercial General Liability insurance of \$1,000,000 listing the City of Albuquerque as additionally insured is required for users that are offering any type of fitness, exercise, dance, or weightlifting classes or activities.

In addition to insurance, facility users in Categories 1 & 3 that have direct contact with children under the age of 18 or individuals in a fragile class will be required to provide sexual abuse/molestation insurance coverage, as well as a current (within 1 year) criminal background check.

Waiver requests for these requirements are facilitated through the CREI Rental Coordinator in conjunction with the City of Albuquerque's Risk Management Department.

Other Requirements

All fees are due at the digital signing of the Rental/Facility Use contract on play.cabq.gov. Payments are required to be paid with a credit/debit card and a current community center membership is required for payment.

Membership Requirements

All individuals reserving community center space must have a valid community center membership to complete the reservation process.

Additionally, all participants in Category 3 programs, and some participants in Category 1 programs (depending on the activity), are required to maintain a current membership and scan their membership pass at the front desk each time they participate.

Membership passes are free and available at play.cabq.gov.

Food & Drinks

Food and drinks may be permitted in certain spaces depending on the flooring of the space. Check with the individual community center to inquire about spaces that allow food and drinks.

Community centers are alcohol and tobacco free environments.

Storage

Storage of non-City property is not permitted at community centers unless approved by both the Center Supervisor and the CREI Division Manager. Approved storage requests may be subject to additional fees, storage limitations, and semester-based time restrictions.

Decorations are permitted during facility use; however, all setup and decorating time must be included within the reserved rental period.

The following guidelines apply:

Decorations

- Only poster putty, removable blue painter's tape, or removable poster tape may be used on painted walls or tables.
- Double-sided tape, Scotch tape, nails, staples, and tacks are prohibited.
- No tape may be applied to ceilings.
- Lit candles, open flames, and other fire hazards are prohibited.
- Glitter, confetti, rice, birdseed, chalk, and similar materials are not permitted.
- Helium balloons must be securely weighted at all times.
- All decorations must be removed, and the space returned to its original condition, before the end of the reservation period.

Additional decorating restrictions may apply based on the specific facility or room reserved.

Set Up/Clean Up Times

Set up and clean up times are required to be included in the reservation time.

Staff will make sure the facility is cleaned following your event. The Facility User is responsible for the following:

- Cleaning of Rented Rooms
 - Remove all decorations and personal items from the facility.
 - Place all garbage into the garbage cans.
 - All liquids should be poured down the drain and not placed in garbage cans.
-

Surveys

Post activity surveys may be required by the community center staff and/or Rental Coordinator. These surveys may contribute to decisions regarding the renewal of activities and events.

Marketing of Activities

Facility users in Categories 1 & 3 may request the assistance of the City with the marketing of these events and activities. Marketing is not guaranteed and is made available at the discretion of City staff.

Violation of Policies

A violation of these policies may result in the immediate cancelation of the activity or event, as well as the non-renewal of an activity or event. Inappropriate behavior with staff or community center guests may also result in cancelation or non-renewal. Disorderly conduct shall be grounds for immediate termination of the activity/event without refund.

COVID-Safe Practices

Due to the changing nature of the COVID-19 pandemic, additional policies and practices may be put into place in order to keep staff and participants safe. These policies are subject to change at any time.

Jack Candelaria Boxing Facility

The Jack Candelaria Community Center Boxing Facility has additional rules and guidelines for facility usage. Please see the JCCC Boxing Handbook for more information.

Holidays

Community Centers follow the City of Albuquerque's holiday schedule and close on observed holidays. Facility usage and rentals will not be available during observed City of Albuquerque holidays. Community centers may also close early prior to a holiday, as well as on weekends of observed holidays.

Cancelation of Activities

Facility users may cancel reservations with at least three (3) days' notice.

On rare occasions, the community center may cancel an approved reservation due to City programming, special events, weather, or other unforeseen circumstances. Staff will make every effort to notify users as early as possible. Current contact information must be provided to the Rental Coordinator and community center staff.

In the event of a cancellation by the City, users may receive a refund or account credit for future use. When possible, a make-up session may be scheduled in lieu of a refund or credit.

Late Policy

Facility users are expected to respect the time limit of their reservation. Repeated late exits may result in late fees or the cancelation of the activity.