

CABQ Community Center Rentals

FREQUENTLY ASKED QUESTIONS

how do I make a reservation?

1. Log in - Log onto your [PLAY.CABQ.GOV](https://play.cabq.gov) account. Once signed in, you will need the number listed next to your last name. If you do not have one, you must create one prior to requesting space. You must also have a current Community Center Adult Pass. [CLICK HERE TO ADD YOUR ADULT PASS](#)
2. Online Requests - Please use the online request form at: [Facility Usage/Rental Interest Form — City of Albuquerque \(cabq.gov\)](#)
3. Confirmation - Approval varies by site and may take up to 14 business days. A Facility Manager will then follow up with you if there is a scheduling conflict. Once your request is confirmed, the Rental Coordinator will send you a contract and/or invoice. Please follow the instructions on the contract/invoice to complete your reservation. Payment/Balance is due at least 10 business days prior to payment request. If the balance is unpaid after the due date listed on your contract, we reserve the right to release your reservation.

Requests for a single day, one time reservation or Special Event can be submitted up to 6 months prior to the reservation date.

All Facility Usage/Rental Interest Forms must be filled out at least 14 business days prior to the event start date. The purpose of this form is to request a community center reservation and thus, it does NOT guarantee the reservation

Please note, CABQ programming and annual special events take precedence to all requests.

Facility usage and rentals are only allowed during the normal business hours of the community center. All City of Albuquerque Community Centers are closed Sundays. Select centers are open Saturdays from 9a to 2:45p for rentals. Hours and availability vary by community center. [View specific center hours of operation and rooms available for rent.](#)

Please visit the [Facility Usage/Rental Handbook](#) for more detailed responses.

what is the cost of reserving a room?

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

Category 1 - One-time or recurring activities, events, or meetings held by Public Interest, Governmental Entities (County, State, Federal), and Albuquerque Public Schools, and individuals whose activities, events, or meetings are geared towards community constituents and are free and open to the public and do not involve political campaigning.

- Examples - Neighborhood Association meetings and events, community support groups, public health/immunization clinics, AARP chapters, public town hall meetings, classes and activities, etc....

No fee will be charged for Category 1

Category 2 - One-time or recurring activities, events, or meetings held by Public Interest, Governmental Entities (County, State, Federal), and Albuquerque Public Schools, whose activities, events and meetings are closed/not open to the public.

- Examples - HOA meetings, political/fundraising events, Toastmasters, etc....

Fee of \$7.50/room/hour will be charged for Category 2

Category 3 - One-time or recurring activities, events, or meetings that are open to the public and held by an individual or agency, in which there is a fee charged to those who participate.

- Examples - Exercise, fitness, recreational, educational classes, etc....

Fees of \$10.00/room/hour or \$15.00/gym (or comparable size room)/hour, plus a \$25.00 non-refundable cleaning fee per semester will be charged for Category 3, with the exception of a one-time activity or event.

Category 4 - One-time large scale activities and events that are for exclusive/private use by individuals or for-profit organizations.

- Examples - Baby showers, birthday parties, weddings, funeral receptions, etc....

Fees of \$40/room/hour (under 50 individuals), \$50/room/hour (50-99 individuals), \$60/room/hour (100+ individuals) will be charged for Category 4.

Any requests to offer programs or activities from Categories 2 & 3 will be approved for a MAXIMUM of one semester and a MAXIMUM of 3 hours or less per session. Set up and clean up time must be built into the total time of each session.

The CREI Rental Coordinator makes the final determination on which category an activity, meeting, or event is classified.

how do I make a payment on my reservation?

Please follow the instructions on the contract/invoice to complete your reservation. You can pay anytime by logging into your PLAY.CABQ.GOV account. Once signed in, view your shopping cart (it will say it is empty) and click pay old balances to find your updated balance. Find your balance and add it to your cart, then proceed to checkout.

All payments are required to be paid online via credit/debit card.

Payment/Balance is due at least 10 business days prior to payment request. If the balance is unpaid after the due date listed on your contract, we reserve the right to release your reservation.

how do I complete my waiver?

The final step to reserving a facility space that doesn't require payment is to complete your waiver. You can complete your waiver anytime by logging into your PLAY.CABQ.GOV account. Once signed in, on the homepage click “facility rentals” then “community centers”, followed by “Step 2 Waiver” ([or click here](#)). Add the waiver to your cart, and proceed to check out like normal. The waiver is free, but by “purchasing” it, you are agreeing to it and confirming your reservation.

Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.

can I tour the room prior to making a decision?

Yes. You may stop by any facility during hours of operations to see the facility.

An individualized tour may be scheduled by contacting the Facility Supervisor at each center.

Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.

what is included with my room rental?

Your facility usage or rental only includes the use of the space requested as well as tables and chairs. All our facilities do have accessible parking, restrooms and WIFI.

Any supplies, AV equipment, food, decorations, paper products or table cloths or equipment that you would like to use for your event should be brought in separately.

Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.

am I allowed to serve alcohol?

No, Community Centers are both alcohol and smoke free environments.

Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.

how are the rooms arranged?

The room is arranged according to your specifications listed on the interest form. Please note that availability of tables and chairs may vary and are not guaranteed to what you requested.

Availability depends on site, location, and usage. Please notify the Community Center one (1) week prior to your event to discuss/confirm room set up/ how many tables and chairs are needed. Facility team members will set up the tables and chairs prior to the start of your event.

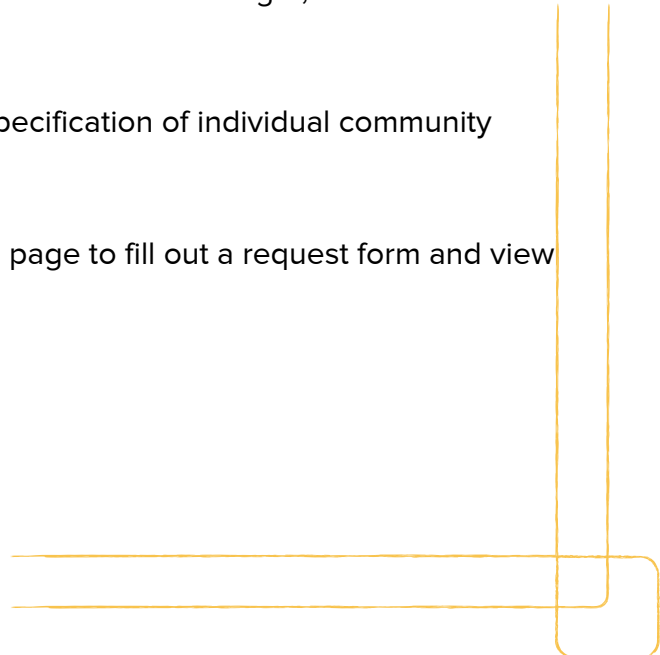
Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.

am I allowed to decorate a room I have rented?

Yes, decorations will be allowed during facility usage. All decorating time must be included in the rental hours. No double-sided tape or Scotch tape or Command Brand type strips shall be used in decorating. Use poster putty, removable blue painter's tape or removable poster tape only on flat painted walls or tables. No tape shall be used on the ceiling. No nails shall be used in decorating. No staples or tacks on flat painted walls or tables shall be used in decorating. No lit candles or open flame shall be used in decorating. All decorations must be removed by the group using the facility immediately after the reservation period. No glitter, rice, confetti, chalk, or birdseed shall be used in activities or decorating. Helium balloons **MUST** be secured with a weight, as loose balloons set off the alarms.

Additional restrictions may be in place depending on the specification of individual community center spaces.

Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.



do I need proof of liability / molestation insurance?

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.

Facility users that have direct contact with children under the age of 18 or individuals in a fragile class will be required to provide the City of Albuquerque with proof of molestation insurance coverage that also lists the City of Albuquerque as additional insured.

Private meetings/events do not require liability or molestation insurance.

Please contact your insurance agent and provide them with the City of Albuquerque information:

City of Albuquerque
PO BOX 470
Albuquerque, NM 87103
(505)768-2000

You may email your Certificate of Liability Insurance to tnvigil@cabq.gov or upload it to the [Facility Usage/Rental Request](#) form when you apply.

Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.

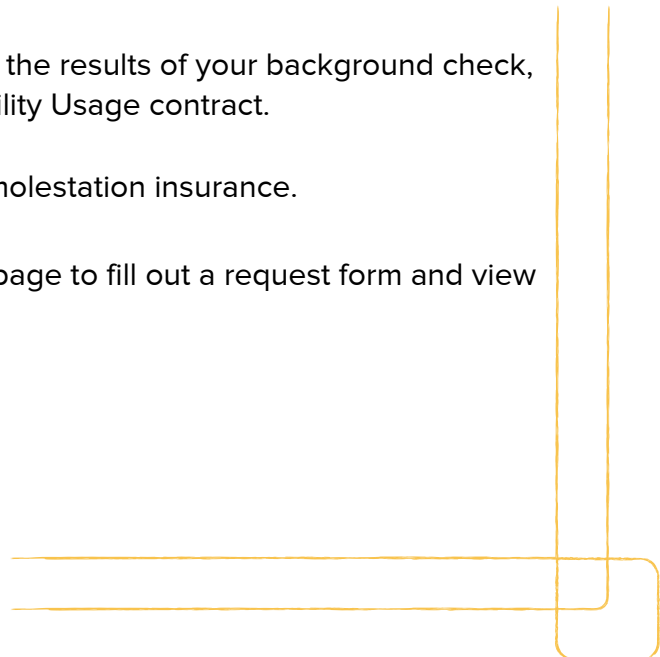
do I need a Background Check?

Facility users that have direct contact with children under the age of 18 or individuals in a fragile class will be required to provide the City of Albuquerque access to conduct a current background check through TruView Background Screenings and Investigations.

Documents will be emailed to you directly. Once we receive the results of your background check, you will be notified and we will proceed with the CABQ Facility Usage contract.

Private meetings/events do not require background check/molestation insurance.

Check out the [Community Center Facility Usage & Rentals](#) page to fill out a request form and view all policies and procedures.



when can I reserve a room?

Facility usage and rentals are only allowed during the normal business hours of the community center. All City of Albuquerque Community Centers are closed Sundays. Select centers are open Saturdays from 9a to 2:45p for rentals.

Facility users are expected to respect the time limit of their reservation contract. Late exits may result in late fees or the cancellation of the activity/future activities.

City of Albuquerque Community Centers are closed on the following holidays/observed holidays:

- Martin Luther King Day
- Presidents' Day
- Easter Weekend
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans' Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- New Year's Day

Community Centers are also closed two weeks out of the year (usually late May/early June) for cleaning, training and maintenance.

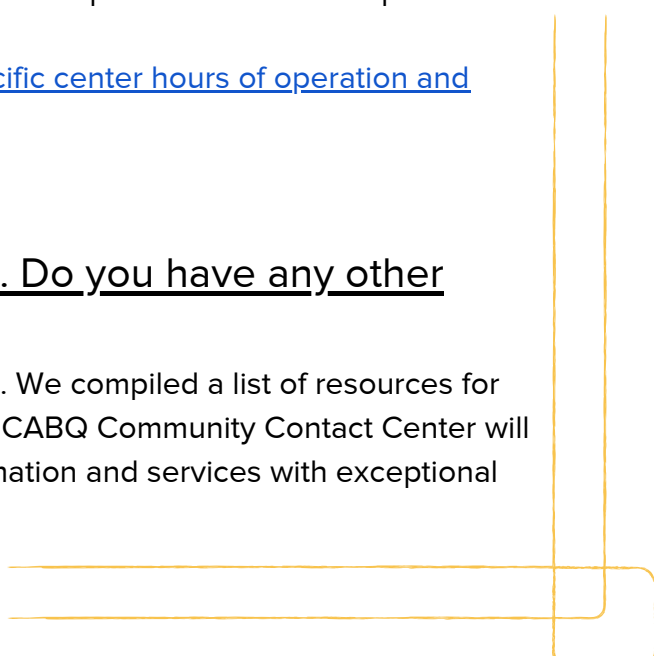
Please check the website for exact dates.

Please note, CABQ programming and annual special events take precedence to all requests.

Hours and availability vary by community center. [View specific center hours of operation and rooms available for rent.](#)

CABQ Community Center don't fit my needs. Do you have any other resources?

We are sorry our Community Centers did not fit your needs. We compiled a list of resources for your information below, or you can always dial [311](#), and the CABQ Community Contact Center will provide you with easy access to City of Albuquerque information and services with exceptional customer care.



Additional City of Albuquerque Facility Rental Information

Albuquerque Convention Center Civic Plaza & Kiva Auditorium

401 2nd Street NW, Albuquerque, NM 87102

Phone:505-768-4575

[Albuquerque Convention Center Website](#)

ABQ BioPark

903 10th St SW, Albuquerque, NM 87102

Phone:505-764-6200

Email:biopark@cabq.gov

[ABQ BioPark Website](#)

Albuquerque Museum

2000 Mountain Rd NW, Albuquerque, NM 87104

Phone:505-768-3525

Email:museumrental@cabq.gov

[Albuquerque Museum Website](#)

Balloon Museum

9201 Balloon Museum Dr. NE, Albuquerque, NM 87113

Phone:505-768-6036

[Balloon Museum Website](#)

Old Town Gazebo

9201 Balloon Museum Dr. NE, Albuquerque, NM 87113

Phone:505-768-3561

[Old Town Gazebo Website](#)

Park Use and Rental

7701 San Pedro NE, Building A, Albuquerque NM 87109

Phone:505-857-8657

[Park Use and Rental Website](#)

Veterans' Memorial Museum

1100 Louisiana Blvd SE, Albuquerque, NM 87108

Phone:505-259-9666

[Veterans' Memorial Museum Website](#)