

# CREI 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 all people of the greater Albuquerque area through diverse recreational and educational opportunities in an inclusive and safe environment. Facility usage of community centers plays an integral role in serving this mission.

Community center rooms and amenities vary by site and may include: gymnasiums, classrooms, kitchens, computer labs, fitness rooms, outdoor patios, and restrooms with showers.

### Availability of Space

Facility Usage and Rentals of community centers will be made available in seasonal semesters (Fall, Spring, and Summer). Dates may vary yearly and may include breaks between semesters. Community Center calendars will be made publicly available at [play.cabq.gov](http://play.cabq.gov); however, facility usage/rentals are not guaranteed based on availability on the calendar. Space is only available for facility usage and rentals during normal community center business hours. City of Albuquerque programs and activities take priority. The City reserves the right to select activities conducted in City facilities

Meetings and activities must be confined to the area(s) reserved. Other meetings and activities may take place at the same time in other rooms. Groups are expected to have respect for each other's space.

### Facility Usage/ Rental Requests

In order to request the facility usage or rental of a facility, participants must first fill out a Facility Usage/Rental Interest Form at <https://www.cabq.gov/family/crei/facility-usage-rentals>. Contact information regarding facility usage can be found at each community center's webpage. Interest forms for Categories 2 & 3 (see below) will be made available and reviewed 6 weeks prior to each semester. Interest forms for Categories 1 & 4 will be accepted 6 months in advance.

Community center staff will review interest forms and contact the individuals regarding their requests. Requests are fulfilled at the discretion of community center management. Completion of the facility usage/rental process is required through an online contract facilitated through CREI Rental Coordinator via [play.cabq.gov](http://play.cabq.gov). See below for additional requirements (insurance, background checks, fees, etc...).

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 - Team practices, 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.

## **Facility Usage/ Rental Fees**

## Payments & Fees

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

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## 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.

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## 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.

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## Other Requirements

All fees are due at the digital signing of the Rental/Facility Use contract on [play.cabq.gov](http://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 are required to have a community center membership in order to complete the reservation process. In addition, all facility users and participants of activities and programs in Category 3 and some participants in Category 1 (depending on activity) are required to have a current community center membership and must scan their pass at the front desk every time they participate in an activity. Passes are FREE and available at [play.cabq.gov](http://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. Red-colored drinks are NOT allowed in any community center space.

Community centers are also alcohol and tobacco free environments.

## Decorations

Decorations will be allowed during facility usage. All decorating time must be included in the rental hours. No double-sided tape or Scotch tape 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. Additional restrictions may be in place depending on the specification of individual community center spaces.

## Storage

Storage of non-City items is not allowed at community centers. Exceptions to this policy may be made with the approval of the Center Supervisor and the CREI Division Manager. Additional fees will be applied, as well as time limits on storage (per semester).

## After Hours Requests/Late Policy

Facility usage and rentals are only allowed during the normal business hours of the community center. Exceptions to this rule may be approved in rare circumstances by the CREI Division Manager.

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.

## **Set Up/Clean Up Times**

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

The City's cleaning staff will make sure the facility is cleaned following your event. The Facility User/Renter 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 CREI 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.

## **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.

## **Cancellation of Activities**

Reservations may be cancelled by the facility user with a 3 day notice.

On rare occasions, the community center may be forced to cancel an activity due to special events, City programming, weather, or other unforeseen circumstances. Staff will make every attempt to inform facility users of a cancellation as early as possible. Current contact information of facility users must be provided to the Rental Coordinator and Community Center staff. In the event of an unexpected or necessary cancellation, facility users may receive a refund or a credit to their account to be used at a future date. If possible, a make-up session will be scheduled in lieu of a refund or credit.

## **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.

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## **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.

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## **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.