Park Use Agreement

Office: (505) 857-8657
After Hours/Weekend Supervisor: (505) 382-5926

Name of Event: __________________________________     Park: __________________________

Date(s) of Event: __________________   Time (Including Setup & Cleanup): ____________________

Name of Organization: _____________________    Area of park to be used: ____________________

Responsible Party: _________________________      Expected Number of People: ______________

Telephone: _________________________   Will you have a tent/canopy?: □ Tent □ Canopy □ None

Email: _____________________________________         Will a tent company be used?: □ Yes □ No

Will food be served?: □ Yes □ No                                        Will there be amplified sound?: □ Yes □ No

Will food be sold?: □ Yes □ No

See Page 2 for parks that have electricity available, $20 fee. Will you require electricity?: □ Yes □ No

Will a fun jump be used? (See Page 2 for designated Parks): □ Yes □ No $35 per jumper/ site/ 4 hours

If yes, Company & Phone Number: _____________________________________________

Will Portable Toilet(s) be on site?: □ Yes □ No (portable toilet(s) required for events of 100 people of more)

If yes, Company & Phone Number: __________________________________________________

Initial ______

No staking or driving on the grass at anytime.

Area of park to be used will be left clean and trash removed. A cleanup/ damage fee will be charged if park is not left clean and trash hauled away immediately following event or if damage occurs to the park.

Blocking off parking spaces/ placing barricades/ cones prohibited.

Only gas grills allowed with fire extinguisher (no charcoal grills). Grills cannot be placed under shade structures or trees.

Insurance will be required naming the City as additionally insured for groups of 100 or more.

Must have Park Use Agreement with you at the event.

Liability Insurance. The Responsible Party will obtain the following insurance policies for groups of 100 people or more:

(i). Commercial General Liability Including Automobile. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows (requirements are shown as listed on a standard form certificate of insurance):

$ 2,000,000 Per Occurrence
$ 2,000,000 Policy Aggregate
$ 1,000,000 Products Liability/ Completed Operations
$ 1,000,000 Personal and Advertising Injury
$ 5,000 Medical Payments

The policy of insurance must include coverage for all operations performed by the Responsible Party and sub users, and contractual liability coverage will specifically insure the hold harmless provisions of this Agreement. Responsible Party agrees to indemnify and hold harmless the City and the City’s employees, officials, and agents, from and against any and all liabilities, damages, and claims of third parties arising from Responsible Party’s and Responsible Party’s invitees’, agents’, employees’, contractors’ and sublicensees’ (collectively referred to herein as, “Responsible Party”) use hereunder of the Park and facilities thereon. This indemnification includes, but is not limited to, defending, indemnifying and saving harmless the City and its officers, agents and employees from and against all suits, actions or claims of any kinds brought

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The City will be named an additional insured and the coverage afforded will be primary with respect to operations performed. Showing the City as a certificate holder is not the same as naming the city as an additionally insured and is not an acceptable substitute. If equivalent coverages are provided and the form is approved by the City, the Responsible Party may provide a general liability policy in a form different from that described above.

Note: Except jumper sites, this agreement is not a reservation or guarantee for use of any specific park or area. City parks are open to the general public and cannot be reserved. This paperwork is for the purpose of coordinating events, organized sports and maintenance of scheduled events.

Responsible Party                                                                                                       Date

Office Use Only

☐ Pending Approval: ___________________________________  Date:  _______________________
☐ Approved:  _________________________________________  Date:  _______________________
Notes: ___________________________________________________________________________
________________________________________________________________________________

Permits Required:
☐ Insurance        Date Received: _________     ☐ Special Event Permit     Date Received: _________
☐ Food Permit    Date Received: _________     ☐ Noise Permit                  Date Received: _________
☐ Tent/ Canopy Permit & Fire Marshal Approved Site Plan                         Date Received: _________

Fees:
☐ Electrical Fee     Amount: _______________        Date Received/ Check #: ___________________
☐ Jumper Fee        Amount: _______________        Date Received/ Check #: __________________

Designated Jumper Sites:
Alamosa Park                                                Terrazas Park
Balloon Fiesta Park                                         Tower Pond Park
Kirtland Park                                               U.S.S. Bullhead Memorial Park – Weekdays Only
Korean War Veterans Park                                    Ventana Ranch Community Park
Lazy Day Park                                               Ventana West Park
Manzano Mesa Park                                           Vista Verde Park
Mariposa Basin Park                                         Westgate Community Park
Martineztown-Santa Barbara Park                             *Any/ All fun jump companies MUST have current license and insurance
Matthew Meadows Park                                        Electrical Use Available At:
Montgomery Park                                             Alvarado Park
North Domingo Baca Park                                     Bataan Park
Pat Hurley Lower Park                                       Rio Grande Park
Phil Chacon Park                                            Robinson Park
Redlands Park                                               Tiquex Park

Electrical Use Available At:
Alvarado Park
Bataan Park
Rio Grande Park
Robinson Park
Tiquex Park

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