

DSA Facility Rental Policies & Procedures Handbook



Introduction

The mission of the Department of Senior Affairs Recreation (DSA) is to provide resources with care and compassion that help our community thrive while embracing aging. Facility rentals of multigenerational centers plays an integral role in serving this mission.

Multigenerational center rooms and amenities vary by site and may include: classrooms, social halls, and restrooms with showers.

Availability of Space

Dates may vary yearly and may include breaks between seasons. Facility rentals are not guaranteed until the licensure agreement is signed and in place. Rentals are available Saturdays 3:30 pm to 7:30 pm and Sundays 10:00 am to 6:00 pm.

Meetings and activities must be confined to the area(s) reserved.

Facility Usage / Rental Requests

In order to request the rental of a facility, participants must first fill out a [Facility Rental Interest Form](#). Contact dsarentals@cabq.gov for additional information.

Department of Senior Affairs staff will review interest forms and contact the individuals regarding their requests. Requests are fulfilled in the order that they are received. Completion of the facility rental process is required through an online contract facilitated through the Recreation Administrative Assistant via play.cabq.gov. See below for additional requirements (insurance, background checks, fees, etc...).

Payments & Fees:

Cost of the reservation will be dependent upon the number of people attending.

• Small Meeting Rooms

- 49 or fewer people
 - Hourly: \$100
 - Half Day: \$350
 - Full Day: \$700

• Medium/Large Meeting Room

- 50+ people
 - Hourly \$150
 - Half Day: \$450
 - Full Day: \$900

- **Gymnasiums**

- Capacity: 50+ people
 - Rates may vary based on attendance
 - Starting Rates
 - Hourly: \$150
 - Half Day: \$500
 - Full Day: \$1,000

- **Add-ons**

- Availability varies by facility
- Must all reserve a separate room. Not available as a standalone reservation. All add-ons are \$100 for half day and \$200 for full day.
- Amphitheater - NDB
- Patio - NDB
- Rock Wall - NDB
- Spray pad - MM
 - Half Day: \$150
 - Full Day \$300

Requirements for Facility Rental:

In addition to insurance, facility renters that have direct contact with children under the age of 18 or individuals in a fragile class may 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 Department of Senior Affairs in conjunction with the City of Albuquerque's Risk Management Department.

Other Requirements:

All fees are due fourteen (14) days before the rental. Payments are required to be paid with a credit/debit card at play.cabq.gov.

Events may be required to provide security depending up on the size and nature of the event.

Food & Drinks:

Food and drinks may be permitted in certain spaces depending on the space. Check with the individual Multigenerational center to inquire about spaces that allow food and drinks. Red-colored drinks are **NOT** allowed in any Multigenerational center space.

Multigenerational centers are alcohol, smoke and drug free environments.

Decorations:

Decorations will be allowed during facility usage. All decorating time must be included in the rental hours. Use poster putty, removable blue painter's tape or removable poster tape only on flat painted walls or tables.

The following decorations and adhesives are not permitted within or on the facility.

- Double-sided tape or Scotch tape or Command Brand type strips.
- tape may not be used on the ceiling.
- Nails may not be used.
- Staples or tacks may not be used on flat painted walls or tables
- No lit candles or open flame
- Glitter, rice, Confetti, chalk or birdseed are prohibited.

Helium balloons MUST be secured with a weight. Additional restrictions may be in place depending on the specification of individual Multigenerational center spaces.

Storage:

Storage of non-City items is not allowed at Multigenerational Centers. Exceptions to this policy may be made with the approval of the Center Manager/Supervisor and the Recreation Division Manager and/or Administrative Assistant. Additional fees will be applied, as well as time limits on storage

After Hours Requests/Late Policy:

Facility rentals are only available on Saturdays and Sundays. Saturdays is only available after normal operating hours of the Multigenerational center. Facility renters 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 Renter is responsible for the following:

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

Holidays:

Multigenerational Centers follow the City of Albuquerque's holiday schedule and close on observed holidays. Facility rentals will not be available during observed City of Albuquerque holidays. Multigenerational 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 Multigenerational 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 renters of a cancellation as early as possible. Current contact information of facility renters must be provided to DSA Center staff. In the event of an unexpected or necessary cancellation, facility renters 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 cancellation 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 cancellation or non-renewal.

Disorderly conduct shall be grounds for immediate termination of the activity/event without refund.