

CABQ Multigenerational Center Rentals

Frequently Asked Questions

How do I make a reservation?

1. Log in - Log onto your PLAY.CABQ.GOV account. Once signed in, you will need the number listed next to your last name. If you do not have an account, you must create one prior to requesting space.

2. Online Requests - Please use the online request form at: [Facility Rental Interest Form — City of Albuquerque \(cabq.gov\)](#)

3. Confirmation - Approval varies by site and may take up to **fourteen business days**. A DSA staff member will then follow up with you if there is a scheduling conflict. Once your request is confirmed, DSA send you a contract and/or invoice. Please follow the instructions on the contract/invoice to complete your reservation. Payment is due at least fourteen business days prior to the rental. 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 Rental Interest Forms must be filled out at least **30 business days** prior to the event start date. The purpose of this form is to request a reservation and thus, it does **NOT** guarantee the reservation.

Please visit the Facility Rental Handbook for more detailed responses. <- **(Need To Update Form)**

What is the cost of reserving a room?

Cost of the reservation will be depending 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

Additional Requirements

Events may require security and/or liability insurance depending upon the size and nature of the event.

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; NO cash payments will be accepted.

Payment/Balance is due at least 14 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 "multigenerational 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.

Can I tour the room prior to making a decision?

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

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

Check out the [Multigenerational Center Facility 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 includes the use of the space requested as well as tables and chairs. All facilities do have accessible parking, restrooms and WIFI.

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

Am I allowed to serve alcohol?

NO, Multigenerational Centers are both alcohol, drug and smoke free environments.

Multigenerational Centers maintain a zero-tolerance policy regarding alcohol, illegal substances, and smoking/vaping. Any use or suspected use will result in immediate dismissal from the facility without refund. No exceptions will be granted.

How are the rooms arranged?

The room will be arranged based the pre-event walkthrough.

Availability depends on site, location, and usage. Please notify the facility at least 48 hours prior to the event if your set up needs change.

Facility team members will set up the tables and chairs prior to the start of your event.

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. 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.

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 **Multigenerational** center spaces.

[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 dsarentals@cabq.gov or upload it to the **Facility Rental Request** form when you apply.

[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.

When can I rental a facility?

Rentals are available on Saturdays 3:30 pm to 7:30 pm and Sundays 10:00 am to 6:00 pm.

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 **Multigenerational** 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

No rentals will be allowed on the Saturday or Sunday adjacent to the Holidays listed above.

CABQ Multigenerational Center does not fit my needs. Do you have any other resources?

We are sorry our **Multigenerational** Centers did not fit your needs. We compiled a list of resources for your information below, or you can always dial 311. You can call 505.764.4662 to speak with the Department of Senior Affairs.

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