

**Energy, Minerals and Natural Resources Department**  
**State Parks Division**  
**1220 S. St. Francis Drive**  
**Santa Fe, NM 87505**  
**Telephone (505) 476-3355**  
**Facility Rental Agreement**

**This Facility Rental Agreement is made and entered into pursuant to 19.5.6.18 NMAC.**

<b>Renter name:</b>			
<b>Address:</b>			
<b>City/state/zip code:</b>			
<b>Telephone number (include area code):</b>			
<b>Facsimile number (include area code):</b>			
<b>E-mail address:</b>			
<b>Name of park:</b>			
<b>Facility to be used:</b>			
<b>Date of rental:</b>		<b>Start and end times:</b>	<b>Start:</b>
			<b>End:</b>
<b>Number of people expected to attend:</b>			

**Description of the activity to take place at the facility (attach additional sheets if necessary):**

**Compliance with Laws and Rules**

**By signing below, Renter acknowledges Renter shall abide by all applicable state and federal statutes and rules or regulations in connection with the rental of the facility and its use.**

**Commercial Activities Prohibited Under Facility Rental Agreement**

**Pursuant to 19.5.5 NMAC, Concession Activities, commercial activities are not permitted in any state park without a Concession Contract or Concession Permit. Renters cannot rent a state park facility for financial gain.**

**Fees**

**Renter shall submit the applicable facility rental fee and this completed, signed Agreement within 10 days of making the reservation or the reservation will be cancelled.**

<b>Rental fees:</b>	Meeting Room (unless otherwise specified within this Agreement) \$100 during Park open hours _____ \$25 for partial day _____ \$200 after hours _____	<input type="checkbox"/> Fees for use are waived pursuant to 19.5.2.32.E NMAC.  Waiver approved by Park staff:  _____ Print Name
	Entire Entrance Building \$125 during Park open hours _____ \$275 after hours _____  Park specific fees for facility use (see Attachment 1, if applicable) \$15 special use permit _____ Note: May be subject to additional park fees pursuant to 19.5.2 NMAC. Total Fees	

<b>Renter's responsibilities</b>	<input type="checkbox"/> Set-up of facilities/equipment shall be started no more than _____ hours prior to the facility's use. Take-down shall be completed no more than _____ hours after the facility's use. <input type="checkbox"/> Complying with the Liquor Control Act, NMSA 1978, Section 60-3A-1 et seq.; 15.10 NMAC, Alcoholic Beverages General Provisions; and 15.11 NMAC, Alcoholic Beverages Licensing, if alcohol will be sold or served. Contact information for the Regulation and Licensing Department, Alcohol and Gaming Division: 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 827-7066; website: <a href="http://www.rld.state.nm.us/alcoholandgaming/default.aspx">http://www.rld.state.nm.us/alcoholandgaming/default.aspx</a> . <input type="checkbox"/> Obtaining approval of content and placement of signs, buoys, markers, banners, or any other method of posting information within the park from the park superintendent/manager prior to the facility's use. <input type="checkbox"/> Picking up and properly disposing of all litter generated as a result of the facility's use within _____ hours after the activity is finished. <input type="checkbox"/> Providing, at no cost to the park, _____ waste receptacle(s) of the _____ type for the duration of the event, and coordinating the placement, set-up, and take-down of the waste receptacle(s) with the park superintendent/manager prior to the event. <input type="checkbox"/> Park superintendent/manager agrees to use of loudspeakers under the following conditions:  <hr/> <hr/>
<p><b>Where applicable, Renter also agrees to abide by the park specific fees/additional terms and conditions as provided in Attachment 1.</b></p>	

The State Parks Division (Division) may revoke a Facility Rental Agreement if the Renter fails to abide by the conditions or restrictions attached to or indicated on the Facility Rental Agreement. The Division may revoke a Facility Rental Agreement if the Renter violates 19.5.2 NMAC. The Division may also revoke this Facility Rental Agreement for violation of any of its terms and conditions

**RENTER**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's printed name: \_\_\_\_\_

**ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT, STATE PARKS DIVISION**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Cabinet Secretary or Designee

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**Park-Specific Fees/Park-Specific Additional Terms and Conditions**

**Cerrillos Hills State Park Multi-Use Facility (Facility)**

**Facilities include:**

748-square-foot activity room  
300-square-foot veranda  
452-square-foot patio  
Sink and cabinets  
Six tables  
46 folding chairs  
50 people maximum capacity  
Men's and women's restrooms, shared with park visitors

**NOTE: There are NO cooking facilities.**

Meeting Room

\$100 during Park open hours \_\_\_\_\_

\$25 for partial day \_\_\_\_\_

\$200 after hours \_\_\_\_\_

Entire Entrance Building

\$125 during Park open hours \_\_\_\_\_

\$275 after hours \_\_\_\_\_

**\$15 Special Use Permit fee** – Pursuant to 19.5.2.39, .40, or .41 NMAC, the Superintendent may require a Special Use Permit. If so, Renter must pay this fee.

**Food and catering** – Cooking and food preparation facilities are not provided by the Park. Food and catering services are allowed. Cooking and food preparation is prohibited in the Park. Food distribution locations are restricted to areas determined by the Superintendent.

**Use of alcohol** – If alcohol will be sold or served, Renter must comply with the Liquor Control Act, NMSA 1978, Section 60-3A-1 *et seq.*; 15.10 NMAC, Alcoholic Beverages General Provisions; and 15.11 NMAC, Alcoholic Beverages Licensing. Contact information for the Regulation and Licensing Department, Alcohol and Gaming Division: 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 827-7066; website:

<http://www.rld.state.nm.us/alcoholandgaming/default.aspx>. Alcohol consumption and dispensing are restricted to areas determined by the Superintendent.

**Security** – Superintendent must check one:

Security is not required.

Security is required. Renter is responsible for providing security services that comply with 16.48 NMAC, Private Law Enforcement Practitioners. Contact information for the New Mexico Regulation and Licensing Department, Private Investigations Advisory Board, 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 476-4650; website:

[http://www.rld.state.nm.us/boards/private\\_investigations.aspx](http://www.rld.state.nm.us/boards/private_investigations.aspx).

**Tents and rental supplies** – Renter shall ensure that all items (except tents) delivered by rental companies and caterers are dropped off and picked up on the same day of the reservation. Drop-off and pick-up of tents is allowed on days other than the day of the rental ONLY if the other Renters who are using the Facility on the same day agree to have the tent on-site. Park staff will assist Renter in making contact with other Renters. Tents may only be setup in areas designated by the Superintendent.

**Lighting** - Renter must provide Renter's own additional exterior lighting.

**Parking** – Allowed only in designated areas.