



INCORPORATED COUNTY OF LOS ALAMOS ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 1735

Revised September 9, 2021
Effective: October 1, 2021

USE AND RENTAL OF COUNTY FACILITIES/LANDS

I. Purpose

The citizens of Los Alamos own facilities/land that are managed by the County government. It is the goal and intention of the County that facilities be equitably available for use both in the promotion of the health, education, and general welfare of the community and as a means of enhancing civic, cultural, recreational, and intellectual opportunities.

Community property has expenses associated with its maintenance. The County recognizes the importance of considering the benefit to the community when assessing user/rental rates and remains committed to keeping such rates reasonable.

If space is requested at a facility for which no rental rates have previously been set, careful consideration of factors such as staffing, availability, and suitability of the space will be considered in determining whether rental of that facility may be allowed.

II. Responsibility

The County Manager shall administer these guidelines and may delegate administrative details to designated department directors. Public Works and the Community Services Departments are responsible for facility rentals throughout the County.

The Public Works Department shall manage reservations through the Fuller Lodge Reservation Office, located in Fuller Lodge. This office shall manage reservations for Fuller Lodge, the Betty Ehart Senior Center (weekends, as well as weekdays before 8:00 a.m. and after 4:30 p.m.), and the White Rock Municipal Complex.

The Community Services Department shall manage reservations through the Walkup Aquatic Center's front desk location. The Front Desk will manage reservations for the Walkup Aquatic Center, the Los Alamos County Ice Rink, the Los Alamos County Golf Course, North Mesa Equestrian facilities, and other County outdoor fields and facilities, when reservation requests are not initiated online through the Los Alamos County Website.

III. Policy

- A. **Applicability.** This guideline applies to individuals or groups that would like to use County lands and facilities. This guideline does not apply to the County, its staff, agents, or contractors. Users who have agreements with the County shall be permitted to operate under said agreements notwithstanding any provision in this policy to the contrary. In general, there are no residency requirements to rent County lands and facilities.

These guidelines do not apply to use of the meeting rooms in the County public libraries that are available at no charge to the public. These facilities are reserved through the Library Manager or designee.

These guidelines do apply to use of the Community Room at the Golf Course Clubhouse and the Planetarium at the Nature Center, when those rooms are reserved by end users who are affiliated neither with the County nor Contractor. While rental rates are set and approved by the County, the rental and use of those areas are controlled by the Golf Course Lease Agreement and associated Maintenance and Operating Agreement, and the Nature Center Service Agreement, respectively.

- B. **Priority of Use.** The following uses and users shall have priority in the listed order on the use of County lands and facilities and any other uses shall only be permitted to the extent they do not impair these uses.
- 1) Scheduled maintenance by County Staff, agents or County-hired contractors shall take top precedence. However, the County shall make every effort to schedule maintenance in advance and to exercise its priority for maintenance purposes only in extraordinary situations where there is a risk of harm to persons or property. If the County does have to exercise this priority, staff shall make every effort to provide the maximum possible advance notice to affected parties.
 - 2) Scheduled programs directly run by County staff shall have priority over programs and activities run by other entities.
 - 3) Scheduled programs directly run by the Los Alamos Public Schools shall have priority over other general public uses including LAPS league activities.
 - 4) Scheduled use by existing leagues and athletic organizations shall have priority use of fields or facilities. Notwithstanding the preceding user priorities, the County, along with all users shall make every effort to ensure that scheduled league activities are not "bumped" or forced to cede their use to higher priority users.
 - 5) Requests for any use that involve the exchange of goods or services for some consideration, including but not limited to the exchange of money or in-kind services ("Business Use") will be considered after all of the above priorities are allocated.
- C. **Use by the General Public.** Use by the general public shall be subordinate to the above listed uses and shall generally be permitted on a first-come, first-served basis. However, when the number of desired users exceeds the capacity of the existing lands or facilities, County staff shall implement a rotational system or

waiting list that allows each requester an equal opportunity to access and use the facility or land. Reservations will be permitted up to one (1) year in advance.

Users of community property are expected to treat the property with care and respect.

- D. **Rates.** Rates are intended to recover a portion of the County's costs associated with the management and use of the facilities or lands. The rates approved by the Council shall be appended to this policy.
- Appendix A contains the rates and charges for **exclusive use** of County lands and facilities.
 - Appendix B contains the admission and rental charges related to facility admittance and season passes for Los Alamos County Aquatic Center, Ice Rink, and Golf Course.

Rates and charges for use of lands and facilities may be waived if certain parameters are met. The Department Director can provide a 25% discount per request to any non-profit company or organization, as designated by the Internal Revenue Service, that is in good standing with the New Mexico Secretary of State.

A full discount, per request may be given to a non-profit company or organization, as designated by the Internal Revenue Service, in good standing with the New Mexico Secretary of State, by the County Manager. Requests should be made in writing no less than 30 days prior to the event.

Where a reservation down payment is required for non-recreational facilities, it is non-refundable for cancellations occurring within 10 days of the event.

- E. **Insurance.** General Liability Insurance in the amount of one million dollars (\$1,000,000) combined single limit per occurrence shall name County as an additional insured and proof of such insurance shall be provided to the facility manager prior to the event.

Insurance shall generally be required for all indoor and outdoor facility users for public and/or commercial activities including alcohol dispensers. This requirement may be waived on a case-by-case basis when the County Manager determines that the risk does not warrant requiring insurance. Questions concerning the necessity of insurance should be directed to the County Risk Manager.

Private activities not open to the public, such as weddings or events that require invitation only attendance do not require General Liability Insurance.

- F. **Business Licenses.** Business licenses will be required of vendors conducting business on County property as per County Code. Business licenses are issued by the Community Development Department located in Suite 150 of the Municipal Building (1000 Central Avenue).
- G. **Permits.** Due to the wide variety of uses and spaces, permit requirements vary. Issued by the Community Development Department, the most common permits are listed here.

- 1) Temporary Use Permit - Any event or program that requires County resources, affects County facilities and their schedules, affects County streets or property, or may require County support to ensure safety will require a Temporary Use Permit. This includes but is not limited to the following: uses such as firewood sales, Christmas tree sales, and outdoor carnivals. Permit applications are distributed and reviewed by appropriate County departments for comment and recommendation within ten (10) days.
- 2) Training/Instruction Permit – are required for individuals who will direct, train, or instruct an activity on/in County property, where participants are paying a fee or register for an activity. These permits are issued through the Community Services Department and are valid for one year, from the date of issue.
- 3) Special Use Permit - Is a discretionary action that authorizes a specific land use, not otherwise permitted in a zone, to occur subject to specific conditions to ensure compatibility.
- 4) Noise Relief Permit - Los Alamos County Code of Ordinances Section 18-71 to 18-78 gives the acceptable noise levels and it also allows for a Noise Relief permit to be granted. To apply for this permit, an application must be filled out by the user, submitted to Community Development Department (CDD), and then approved by the appropriate County Departments. This application can be obtained from the appropriate and applicable facility manager.
- 5) LAC Facility Alcohol Use Permit - The application process for this permit is described in CMO Administrative Guideline 1736.
- 6) NM State Special Dispenser Permit. - This permit is governed by the New Mexico Alcohol and Gaming Division. See CMO Administrative Guideline 1736.
- 7) Traffic Permit - An approved Traffic Permit is required for any activity that impedes traffic on public streets or sidewalks in the County. Such activities include, but are not limited to: construction, excavation, block parties, parades, marathons, closure of County parking lots, and movement of hazardous waste or oversize vehicles. All Traffic permits must be reviewed and approved by the Traffic & Streets Division.
- 8) Other permits - Some uses/events require permits or licenses issued by entities other than Los Alamos County, such as food permits from the New Mexico Environment Department. It will be the responsibility of the user/renter to acquire the necessary permits and provide documentation to County staff.

H. **Business Use on County lands and facilities.** At times there are opportunities for businesses to use County facilities that will enhance the user experience and/or fulfill a community need.

In addition to all of the requirements outlined above, these additional guidelines apply to single or short-term Business Uses; less than 90 days. Business Uses that exceed 90 days must be submitted to the County for review and consideration.

Business Uses are defined as use by any individual, group, organization, or business entity that involve the exchange of goods or services for some consideration, including but not limited to the exchange of money or in-kind services. Business Uses include, but are not limited to: sales, rental, service, or the provision of a paid service or program. Such examples could be:

- Instructional classes (health/wellness lessons, dog training, private sessions)
- Personal training instruction (boot camps, fitness instruction)
- An activity with a fee, which may result in an immediate or future profit (sales promotions, product demonstrations)
- All youth camps/clinics and fundraising events
- Park concessionaires

Instructors who are receiving any form of compensation are prohibited from conducting business on County property unless proper documentation and permit requirements have been met. For County Contract Instructors, no instruction may take place outside the scope of the contract.

Per County code, a business license is required for vendors; this does include non-profit organizations (see [Chapter 12 - Businesses](#)).

When Business Use is part of a facility use agreement or special event sponsored by Los Alamos County, that use is covered under those agreements, and is not considered business use. However, a vendor permit is required as applicable.

A separate fee schedule is in effect for Business Uses as shown in Appendix A. Business use must be suitable for the facility space and approved by the appropriate department manager.

A. Requisites for Approval

- a. Business Uses on County property will be permitted only if they are consistent with the current zoning.
- b. Business Users of public facilities shall not make any representation or imply that they or their business use(s) are endorsed by the County employees, nor shall they create the appearance of being associated with the County through business cards, or in any other manner, bearing County's name or logo.

B. Vendor selection and approval for events at Indoor County Facilities

- a. Any person or business entity wishing to have temporary vendors at an event on Los Alamos County property will work with the appropriate and applicable Facility Manager, or designee, at least 30 days in advance of the event to ensure that there is enough time for requirements to be met.
- b. All vendors must adhere to the [Temporary Vending Guideline](#) document.

IV. Request Approvals

- A. Requests to use public facilities will be reviewed and may be granted by the appropriate department director or his/her designee.
- B. Requests that include posting of signs, banners, posters or any other forms of advertising in/on County area and facilities, must comply with the County's Sign Ordinance. Such advertising materials must be removed from public facilities upon completion of the event


V. Appeal Procedures

Any decision of the department director regarding interpretation of these rules and regulations may be appealed to the County Manager by filing written notice of appeal with the County Manager within fifteen (15) days after the department director's decision. The County Manager will review the information and render a decision within fifteen (15) days. The County Manager's decisions are final.

VI. Review

This document and its appendices shall be reviewed periodically by staff and approved by the County Council, as appropriate.

Prepared by: Community Services Department



STEVE LYNNE DATE 9/15/21
County Manager

OUTDOOR FACILITIES - Per Hour / Per Rental Unless Otherwise Noted	2021 RATES	2021 RATES FOR BUSINESS USE
<i>For Reservation Contact the Parks, Recreation and Open Space Division Offices in the Walkup Aquatic Center at 2760 Canyon Road Call (505) 662-8170 No Refunds. Transfers allowed with 24-hour notice.</i>		
Ashley Pond (ALL) - rate includes power panel	\$ 100.00	\$ 200.00
Zone 1: Stage Area (includes power panel)	\$ 50.00	\$ 100.00
Zone 2: West Side	\$ 25.00	\$ 50.00
Zone 3: North Side	\$ 25.00	\$ 50.00
Field / Park / Special	\$ 20.00	\$ 40.00
Diamond or Rectangular Fields		
Sail Plane Field, Remote Car Track, Skate Parks, Disc Golf		
Lighted Fields	\$ 17.00	\$ 34.00
Outdoor Livestock Arenas		
<i>Brewer Rodeo Arena and attached stock pens, Red Jackson Dressage Arena, and Therapeutic Arena</i>		
1/2 Day (4hr), per arena	\$ 50.00	\$ 100.00
Full Day (8hr), per arena	\$ 100.00	\$ 200.00
North Mesa Covered Arena		
1/2 Day (4hr)	\$ 50.00	\$ 100.00
Full Day (8hr)	\$ 100.00	\$ 200.00
Round Pens	\$ -	\$ 15.00
Transient Pens (per day)	\$ 20.00	
<i>Are pens that are separate and to the south of the therapeutic arena *first 48hr FREE, then \$20/day, maximum 7 days</i>		
Courts - Per Court (Tennis, Volleyball)	\$ 5.00	\$ 10.00
Park Pavilions	\$ 15.00	\$ 30.00
Maintenance Run - Per Run/Field/Facility	\$ 65.00	\$ 65.00
<i>For event rentals if extra clean-up, damages or maintained to field/park are needed or required</i>		
Garden Plots (March - October) - Per Annum		
<i>Additional water beyond what is included is charged at market rate on Nov. 1st</i>		
20' x 20' - 28 Lots Available. ("All Others") - Includes up to 9,000 gal of water	\$ 52.50	
20' x 30' - 1 Lots Available. (Plot 7-6) - Includes up to 12,000 gal of water	\$ 74.00	
20' x 40' - 4 Lot Available. (Plots 1-1, 4-4, 5-4, & 8-7) - Includes up to 15,000 gal of water	\$ 110.50	
Stable Lots		
Rate Based on 2016 County Assessed Lot Square Footage	\$ 0.06	
RV Storage Lots - Per Lot / Per Annum (85 rentable) \$1.50/sqft	N/A	
Small Lot (12x25) - 43 Available	\$ 450.00	
Medium Lot (12x30) - 18 Rentable	\$ 540.00	
Large Lot (12x50) - 24 Available	\$ 900.00	
Camping Permits (14 Day Maximum in One Month)		
Camp May, Main Gate Park (per 24 hours)	\$ 10.00	
White Rock RV Park (per 24 hours)	\$ 20.00	
Amenities & Other Rates	2021 RATES	2021 RATES FOR BUSINESS USE
Electricity - Per Event & Facility Reservationist will determine need	\$ 25.00	
Dumpsters & Additional Trash Cans - At Owner's/Organizer's Expense	Call for details	
<i>** Contact Environmental Services at (505) 662-8163</i>		
VENDOR RATES - On County Property or at County Sponsored Events		

Business License <i>(Required of all itinerant vendors conducting Business in the County as per code)</i> <i>Per Annum and available through:</i> Community and Economic Development Department 1000 Central Avenue, Suite 150 Phone: (505) 662-8120	<u>Dependent of business type</u>	
Training/Instruction Permit <i>(Required for all who want to direct a paid activity on County Property)</i> <i>Valid for 1 year</i>	\$ -	\$ 100.00
Individual Vending at Specified Parking Lots <i>(Maximum 10-Day Permit)</i> Lemon Lot - Contact LAC Customer Care Center at (505) 662-8333 Trucks, Motorcycles, and Cars RVs, Trailers, Boats	\$ 10.00 \$ 20.00	
Vendors on County Property or at County Sponsored Events <i>Contact the Parks, Recreation and Open Space Division Offices in the Walkup Aquatic Center at 2760 Canyon Road at (505) 662-8170</i>		
Summer Concert Series - On County Property Only, per Space <i>(Friday Night Concerts)</i> Promotional & Non-Food Food & High-Risk	\$ 200.00 \$ 300.00	\$ 400.00 \$ 600.00
No Sales: Non-Profit Promotional or Information Only, per Space 1 Day 2 Days	\$ 15.00 \$ 25.00	\$ 30.00 \$ 50.00
Sales, Non-Food Items: One 10' x 10' Space or Trailer, per Space 1 Day 2 Days	\$ 50.00 \$ 75.00	\$ 100.00 \$ 150.00
Sales - Food or High Risk: One 10' x 10' Space or Trailer, per Space 1 Day 2 Days	\$ 75.00 \$ 100.00	\$ 150.00 \$ 200.00
Permits		
Overpass Banner Permit - Contact LAC Customer Care Center at (505) 662-8333	\$ -	
Noise Relief Permit - If required, Facility Reservationist will furnish	\$ -	
RECREATION DIVISION FACILITIES	2021 RATES	2021 RATES FOR BUSINESS USE
Larry R. Walkup Aquatic Center, 2760 Canyon Road Phone: (505) 662-8173 Lane Rentals <i>(Per hour/Lane)</i> **Users must have facility pass Lane Rental (Long Course) Lane Rental (Non-operational Hours, Long Course) Lane Rental (Short Course) Lane Rental (Non-operational Hours, Short Course)	\$ 20.00 \$ 40.00 \$ 10.00 \$ 20.00	\$ 40.00 \$ 80.00 \$ 20.00 \$ 40.00
Local Youth and Adult Private Swim Groups **Users must have facility pass Youth Lane Rental <i>(per hour/session)</i> Adult Lane Rental <i>(per hour/lane)</i>	\$ 1.00 \$ 1.00	\$ 2.00 \$ 2.00
Move Bulkhead (Set-up & Return) Additional Moves	\$ 50.00 \$ 25.00	\$ 100.00 \$ 50.00
Deposit <i>Holds reservation. Credited towards Total Rental Charge</i> <i>Not refundable If cancelled with less than 10 day notice</i>	\$ 500.00	
Service Rates (per Hour/Per Staff) Event Set-up & Tear Down Cleaning Rate	\$ 35.00 \$ 35.00	\$ 70.00 \$ 70.00

Private Rentals - Non-Swim Meets (per hour)

50-Meter Pool *Service Rate may apply

Therapy Pool *Service Rate may apply

Leisure Lagoon. *Service Rate may apply

Private Rentals - Swim Meets (per hour)

Short Course, less than 100 participants *Service Fee may apply

**Still open to the Public for use

Long Course/Short Course, more than 100 participants. *Service Fee may apply

**Main Pool, Therapy Pool, and Leisure Lagoon closed for public use

Los Alamos County Ice Rink, 4475 West Road

Phone: (505) 662-4500

Rates are per hour, minimum 2-hour increments

Ice Rental Rate

**Youth Hockey must have a Season Pass

- Non-Premium Ice (Monday - Thursday)

- Premium Ice (Friday - Sunday)

Summer Facility Rental

\$	150.00	\$	300.00
\$	75.00	\$	150.00
\$	150.00	\$	300.00
\$	50.00	\$	100.00
\$	100.00	\$	200.00
\$	100.00	\$	200.00
\$	190.00	\$	380.00
\$	50.00	\$	100.00

APPENDIX B
County Facilities - Rates

These fees and charges shall be governed by the County's Use of Indoor and Outdoor Facilities Admin Guidelines #1735

Aquatic Center Rates

Effective Oct. 1, 2021

Charge	2021 Rate
Admission Fee	
Youth	\$ 3.00
Senior (50+)	\$ 3.50
Adult	\$ 4.50
Discount Day (Weds. or Fri.)	
Youth	\$ 2.50
Senior (50+)	\$ 3.00
Adult	\$ 4.00
20+ Group Discount	
Youth	\$ 2.50
Senior (50+)	\$ 3.00
Adult	\$ 4.00
10 Visit Passes (1 year expiration)	
Youth	\$ 20.00
Senior (50+)	\$ 25.00
Adult	\$ 30.00
20 Visit Passes (1 year expiration)	
Youth	\$ 40.00
Senior (50+)	\$ 50.00
Adult	\$ 60.00
30 Visit Passes (1 year expiration)	
Youth	\$ 60.00
Senior (50+)	\$ 75.00
Adult	\$ 90.00
3 Month Passes (Includes Fitness Classes)	
Youth	\$ 63.00
Senior (50+)	\$ 79.00
Adult	\$ 94.50
Family	\$ 250.00
Annual Passes (Includes Fitness Classes)	
Youth	\$ 200.00
Senior (50+)	\$ 250.00
Adult	\$ 300.00
Family	\$ 800.00
Daily Fitness	

Charge	2021 Rate
Youth	\$ 4.50
Senior (50+)	\$ 4.50
Adult	\$ 5.50
10 Visit Fitness Pass (3 month Expiration)	
Youth	\$ 35.00
Senior (50+)	\$ 35.00
Adult	\$ 40.00
Locker Fees	
Daily Rental	\$ 5.50
3 Month Rental	\$ 32.00
Annual Rental	\$ 95.00

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Effective Oct. 1, 2021

GOLF COURSE Rates

(All rates are tax inclusive)

Charge	2021 Rate
Green Fees - 18 Holes	
Monday - Friday, Adult	\$33.00
Sat, Sun, Holiday, Adult	\$36.00
7 days a week & Holidays, Junior	\$16.00
Monday - Friday, Senior (50+)	\$25.00
Green Fees - 9 Holes	
Monday - Friday, Adult	\$20.00
Sat, Sun, Holiday, Adult	\$23.00
7 days a week & Holidays, Junior	\$10.00
Monday - Friday, Senior (50+)	\$15.00
Daily Golf Cart Fee (Per Player)	
Golf Cart 18 Holes, Adult	\$17.00
Golf Cart 9 Holes, Adult	\$10.00
Golf Cart 18 Holes, Senior (50+)	\$15.00
Golf Cart 9 Holes, Senior (50+)	\$8.00
Pull Cart Rental (Per Player)	
18 Holes	\$7.00
9 Holes	\$4.00
Golf Equipment Rental. (Clubs)	
18 Holes	\$27.00
9 Holes	\$20.00
Passes	
Single Fusion Pass - Bundled Pass - Single Adult <i>(Includes green, cart & range balls)</i>	\$1,600.00
Family Fusion Pass - Bundled Family, Two Adults. <i>(Includes green, cart & range balls)</i>	\$2,500.00
Single Senior Fusion Pass - Bundled Pass, Single Senior <i>(Includes green, cart & range balls)</i>	\$1,185.00
Adult Pass (non-transferrable and no time restrictions)	\$845.00
Senior Pass (non-transferable and no time restrictions)	\$665.00
Junior (18yrs & younger)	\$140.00
Full Time College Student (22yrs & younger)	\$290.00
Annual Range (Adult)	\$200.00
Annual Range (Junior)	\$100.00

Charge	2021 Rate
Punch Cards	
Ten - 9 hole Rounds of Golf (10 visits for 9 holes)	\$160.00
Range Punch Card (based on 30 medium buckets)	\$50.00
Ten - 9 Hole Golf Cart Rental (10 uses for 9 holes)	\$90.00
Ten - 9 hole Rounds of Golf (10 visits for 9 holes), Junior	\$100.00
Driving Range Fee (<i>per Bucket</i>)	
Small	\$3.00
Medium	\$6.00
Large	\$8.00
Club Storage & Lockers	
Club Storage	\$110.00
Miscellaneous	
Private Cart Trail Fee	\$275.00

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Effective Oct. , 2021

ICE RINK Rates

Charge	2021 Rates
Admission Fee	
Tiny-Tot (0-5yrs)	\$ 2.00
Youth (5-17yrs)	\$ 4.00
Adults (18 - 59yrs)	\$ 6.00
Senior (50+)	\$ 4.00
Noon Adult Skate	\$ 4.00
Noon Adult Hockey	\$ 6.00
Evening Adult Hockey	\$ 8.00
Family Admission (up to 4 ppl from same household.	\$ 14.00
* Each additional adult	\$ 5.00
* Each additional child	\$ 4.00
10-Punch Passes	
Youth (0-17yrs)	\$ 35.00
Adults (18 - 59yrs)	\$ 50.00
Senior (50+)	\$ 35.00
Noon Adult Skate	\$ 30.00
Noon Adult Hockey	\$ 70.00
Season Passes	
Youth (0-17yrs)	\$ 120.00
Adults (18 - 59yrs)	\$ 180.00
Senior (50+)	\$ 120.00
Family (four people)	\$ 425.00
Group Rates (Min 10 ppl, 75 max), per person	
<i>(One free adult for every 10 participants)</i>	
Youth (0-17yrs)	\$ 3.50
Adults (18 - 59yrs)	\$ 5.50
Skate Rental	\$ 3.50
Hockey Season Passes	
LAHA Youth (LAHA players must have a hockey sea	\$ 190.00
ATOMS (youth only)	\$ 65.00
Adult	\$ 250.00
Skate Rental	
Individual	\$ 4.00
Tiny Tot (0-5yrs)	\$ 2.00
Family	\$ 15.00

Charge	2021 Rates	
10-Punch Skate Rental	\$	36.00
Skate Sharpening		
Standard Turnaround	\$	5.00
Immediate Turnaround	\$	10.00
10-Punch Skate Sharpening	\$	45.00