



INCORPORATED COUNTY OF LOS ALAMOS ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 1735

Revised & Proposed: August 29, 2006
Effective: September 1, 2006

USE AND RENTAL OF COUNTY LANDS/FACILITIES

I. Purpose

The citizens of Los Alamos own facilities 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 can, however, be expensive to maintain. The County recognizes the importance of considering the benefit to the community as a whole when assessing such fees and remains committed to keeping fees reasonable. Occasionally, the nature of the facility suggests that a category of user be given priority in the use of a specific facility (such as the Betty Ehart Senior Center). That fact is also considered when scheduling facilities.

It is also subject to the Joint Facilities Use Agreement between Los Alamos County and Los Alamos Public Schools, which was developed to improve the delivery of certain recreation/community services through joint use of certain recreational facilities.

In all cases, the County anticipates and expects that the users of community property will treat the property with care and respect. The County pledges to review its fee structure on a regular basis and adjust it as needed.

II. Responsibility

The County Administrator shall administer these guidelines and may delegate administrative details to the designated building managers.

The Community Services Special Events Office, located in Fuller Lodge, shall be the building manager for Fuller Lodge, the Golf Course Building – Main Room, the Betty Ehart Senior Center (weekends, and before 8:00 a.m. and after 4:30 p.m. weekdays), the White Rock Municipal Complex and the Community Building.

The Recreation Division Manager or designee shall be the building manager for the Aquatic Center, Ice Rink, Golf Course and outdoor lands and property. Space in those facilities can be made available for rent to the public and other agencies under policies,

rules and regulations established by the Council through and under the supervision of the County Administrator.

These guidelines do not cover use of County indoor facilities that are available at no charge to the public, such as the County public libraries. These facilities are reserved through the Library Division Manager or designee.

III. Policy

A. **Applicability.** The County Policy on use of its lands and facilities does not apply to the County, its staff agents or contractors. Users who have Services Agreements with the County shall be permitted to operate under said agreements notwithstanding any provision in this policy to the contrary.

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 contractors shall be the first priority. 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. In the event that the County does have to exercise its priority it shall make every effort to provide the maximum possible advance notice to effected parties.
- 2) Scheduled programs directly run by the County staff shall have priority over programs and activities run by private parties and other entities.
- 3) Scheduled programs directly run by the Los Alamos Public Schools shall have priority over other general public uses including league activities.
- 4) Scheduled use by existing leagues and athletic organizations shall have priority over new organizations and non-organizational use of facilities.

Notwithstanding the preceding user priorities, the County, along with all users shall make every effort to ensure that scheduled activities are not "bumped" or forced to cede their use to higher priority users.

C. **Use by the General Public.** Uses by the general public shall be subordinate to the above listed uses and shall generally be permitted on a first come first serve basis. However, where the number of desired users exceeds the capacity of the existing lands or facilities the County staff shall implement a rotational system or waiting list that allows each person or entity desiring to use County facilities or lands an equal opportunity to access and use the facility or land. Reservations will be permitted up to one year in advance.

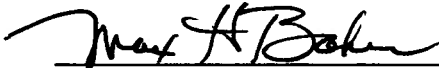
D. **Fees.** Fees shall be established periodically by the Council and shall be calculated so as to recover a percentage of the County's costs associated with the management and use of the facilities or lands ranging from 0% to 70%. The fees established by the Council shall be appended to this policy and shall not be included in the County Code. (Appendix A)

- E. **Insurance.** Insurance shall generally be required for all outdoor facility users and alcohol dispensers but may be waived on a case by case basis when the County Administrator determines that the risk does not warrant requiring insurance.
- F. **Business Licenses.** Business licenses will be required of vendors conducting business on County property as per code.
- G. **Permits.** Permit requirements vary greatly. Permits are presently issued by the Community Development Department, the Parks Division, and the KanDu Center. The County shall strive to consolidate the permitting process to the maximum extent feasible and to provide permits seven days a week through coordinated permitting programs. However, due to the need for interdepartmental review of fire safety, health safety, street closure, and similar fundamental health safety risks, permits may require review by the County staff during normal weekly hours of operation. Permits shall generally be issued promptly after submission of all required application information.
- H. **Commercial use of County lands and facilities.** Generally the County lands and facilities shall not be utilized for commercial purposes. To do so would undercut private enterprise by providing discounted costs to the users of County lands and facilities. Notwithstanding the foregoing, the County shall make available the County's lands and facilities for private commercial or retail use under limited circumstances where the use provides sufficient community benefit to warrant special treatment. Such uses include:
- 1) Lemon lot sales on the County property;
 - 2) Holiday tree sales on County property;
 - 3) Licensure of County facilities for stable uses;
 - 4) Licensure of County facilities for RV storage;
 - 5) Licensure of County facilities for airport storage;
 - 6) Farmer's Market;
 - 7) Mobile vendor sales at the Sullivan field parking area exclusive of food and beverages competing against local businesses; and
 - 8) Special event sales at fairs, concerts and other special events expressly permitted by the County.

IV. Appeal Procedures

Any decision of the building manager regarding interpretation of these rules and regulations may be appealed to the County Administrator by filing written notice of appeal with the Administrator within 15 days after the building manager has made a decision on the question of interpretation.

Prepared by: Community Services Recreation Division

 9/1/06
MAX H. BAKER DATE
County Administrator

APPENDIX A

Fees and Charges for Exclusive use of Los Alamos County Lands and Facilities

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

INDOOR FACILITIES - Rentals are a 2-Hour Minimum

FEE

For Reservation Contact the Special Events Office at Fuller Lodge at (505) 662-8405

Small Meeting Rooms	1-25		\$	25.00
Aquatic Center Training Room				
BESC - Classrooms A & B				
Fuller Lodge:				
Curtis, Nambe, Throne, and Zia Rooms				
White Rock - Town Halls				
Medium Meeting Rooms	26-50		\$	35.00
Fuller Lodge - Curtis Room				
BESC - Great Room A & B				
Fuller Lodge:				
White Rock Town Hall - Recreation Room				
White Rock Visitor Center - Great Hall				
Large / Community Rooms	51-150		\$	45.00
Fuller Lodge - Pajarito Room & includes the Curtis Room				
Banquet w/Chairs & Tables (80 Max)				
Concert, Lecture w/Chairs Only (100 Max)				
Dance w/no chairs or tables (150 Max)				
White Rock Visitor Center - Great Hall (84 Max)				
Golf Course Community Building (TBD Max)				
Fuller Lodge Rose Garden			\$	15.00
Chair Set-Up Fees				
	1 - 50		\$	25.00
	51 - 100		\$	50.00
	101 - 150		\$	75.00
ADDITIONAL RENTAL FEES				FEE
Damage Deposit				
High Risk Events			\$	500.00
Events with Over 100 Participants, Dances				
Sale or Service of Alcohol, Unfavorable History of Rental				
Food or Drink Served			\$	250.00
Custodial Service Fees - Per Hour / Per Custodian			\$	35.00
Cleaning fees - If facility left unclean				
Early or Late Use - Entering or leaving premises other than reserved time				
Monitor Fees - Per Facility and/or High Risk Event				
Refund/Cancellation Service Charge			\$	50.00
If cancelled with less than 10 day notice				

OUTDOOR FACILITIES - Per Hour / Per Rental Unless Otherwise Noted		FEE
---	--	-----

For Reservation Contact the Recreation Division Offices in the Walkup Aquatic Center at 2760 Canyon Road

Park and Tennis Court Reservations call (505) 662-8170

Field and Outdoor Special Event Reservations call (505) 662-8173

No Refunds - Transfers allowed with 24-hour notice

Ashley Pond - fee includes power panel	\$	50.00
Stage Cover, Set-Up and Take-Down <i>(in addition to park rental fee)</i>	\$	500.00
Field / Park / Special Use <i>Or Work Credit Option for LA Based Leagues per Season)</i>	\$	15.00
Baseball, Softball, Soccer, etc...		
BMX Course, Sail Plane Field, Remote Car Track		
Outdoor and Indoor Covered Arenas		
Lighted Fields / Special Use <i>(Or Work Credit Option for LA Based Leagues per Season)</i>	\$	17.00
Courts - Per Court <i>(Tennis, Volleyball, Basketball)</i>	\$	5.00
Picnic Shelters / Tables (1 - 15)	\$	6.00
Park Pavilions (15 - 100)	\$	12.00
Maintenance Run - Per Run/Field/Facility	\$	65.00
<i>For special events if extra runs are needed or required</i>		
Garden Plots (March - October) - Per Annum & Includes Water		
20' x 40' - 1 Lot Available	\$	105.00
20' x 20' - 20 Lots Available	\$	52.50
20' x 30' - 2 Lots Available	\$	78.50
20' x 35' - 2 Lots Available	\$	91.50
Stable Lots		
Annual Administrative Fee	\$	125.00
Full Lot Per Year Maintenance Fee	\$	400.00
1/2 Lot Per Year Maintenance Fee	\$	200.00
RV Storage Lots - Per Lot / Per Annum	\$	420.00
Camping Permits <i>(14 Day Maximum in One Month)</i>		
Camp May, East Park	\$	10.00
White Rock RV Park	\$	20.00

Amenities & Other Fees		FEE
------------------------	--	-----

Electricity - Per Event & Facility Reservationist will determine need	\$	25.00
Dumpsters & Additional Trash Cans - At Owner's/Organizer's Expense		**
<i>Contact Environmental Services at (505) 662-8163</i>		

VENDOR FEES - On County Property or at County Sponsored Events		FEE
--	--	-----

Business License <i>(Required of all itinerant vendors conducting Business in the County as per code)</i>	\$	50.00
<i>Per Annum and available through:</i>		
Community and Economic Development Department		
1000 Central Avenue, Suite 150 Phone: (505) 662-8120		

Individual Vending at Specified Parking Lots *(Maximum 10-Day Permit)*

<i>Lemon Lot - Contact 311 at (505) 662-8075</i>		
Trucks, Motorcycles, and Cars	\$	10.00
RV's, Trailers, Boats	\$	20.00
<i>Sullivan Row - Contact the Recreation Division at (505) 662-8170</i>		
Per Day / Per Space	\$	15.00
Two Contiguous Days / Per Space	\$	28.00

Vendors on County Property or at County Sponsored Events

Contact the Recreation Division Offices in the Walkup Aquatic Center at 2760 Canyon Road at (505) 662-8170

Summer Concert Series - On County Property Only

Promotional & Non-Food	\$	200.00
Food & High-Risk	\$	300.00

No Sales: Non-Profit Promotional or Information Only

1 Day	\$	15.00
2 Days	\$	25.00

Sales, Non-Food Items: One 10' x 10' Space or Trailer

Resident 1 Day	\$	50.00
2 Days	\$	75.00
3 Days	\$	100.00
Non-Resident 1 Day	\$	75.00
2 Days	\$	100.00
3 Days	\$	125.00

Sales - Food or High Risk: One 10' x 10' Space or Trailer

Resident 1 Day	\$	75.00
2 Days	\$	100.00
3 Days	\$	125.00
Non-Resident 1 Day	\$	100.00
2 Days	\$	125.00
3 Days	\$	150.00

Additional Space - per space / day	\$	25.00
---	----	-------

Special Event Permits		FEE
-----------------------	--	-----

Overpass Banner Permit - Contact 311 at (505) 662-8075	No Charge
---	-----------

Noise Permit - If required, Facility Reservationist will furnish	No Charge
---	-----------

At Owner's/Organizer's Expense:

Fire Department Inspection Permit - Call LAFD at (505) 662-8314	**
Off-Duty Officer Permit - Call LAPD at (505) 662-8222	**
Road Closure/Traffic Permit - Call Transportation Division at (505) 662-8113	**

Larry R. Walkup Aquatic Center, 2760 Canyon Road Phone: (505) 662-8173**Rentals for High Altitude Training or Special Events**

Pool Admission Plus		
Lane Rental, Per Hour/Lane (Short Course & Therapy Pool)	\$	9.25
Lane Rental, Per Hour/Lane (Long Course)	\$	20.75
Non-Operational Hours, Per Hour plus Lane Fees	\$	40.00
Move Bulkhead	\$	37.50
Deposit - applied towards rental	\$	500.00

Local Youth and Adult Private Swim Groups - Pool Admission Plus

Youth Lane Rental, Per Hour/Session (or Work Credit Option)	\$	0.50
Adult Lane Rental, Per Hour/Lane (or Work Credit Option)	\$	0.50

Private Rentals - Non-Swim Meets

50-Meter Pool	\$	132.25
Therapy Pool	\$	66.75

Private Rentals - Swim Meets

Regular Operating Hours	\$	23.00
Non-Operating Hours	\$	74.75

Los Alamos County Ice Rink, 4475 West Road Phone: (505) 662-4500**Rates are per hour, minimum 2-hour increments**

Non-Premium Ice (Monday - Thursday)	\$	90.00
Premium Ice (Friday - Sunday)	\$	178.50
Tournament Ice	\$	126.00
Summer Facility Rental	\$	45.00

Los Alamos County Golf Course, 4250 Diamond Drive Phone: (505) 662-8139***Refer to fees set by Council***

**