



Step-by-Step process for obtaining a Special Event Permit

Special Event Permit Applications require 14 business day notice for completion of all phases of permitting. Permit Applications submitted with less than 14 business day notice won't be guaranteed a Special Event Permit.

- All outdoor facility rentals **require** applicants to make reservations at the Los Alamos Aquatic Center located at 2760 Canyon Rd, Los Alamos, NM 87544.
 - Once the reservation has been made, an Event Permit will be required and can be filled out at the Aquatic Center, or found on the Los Alamos County Website, and will be forwarded to the Community Development Department (CDD) for processing.
 - For questions or concerns pertaining to outdoor rentals, please call the Recreation Division at (505) 662-8170 or email LACREC@lacnm.us.
 - For questions or concerns pertaining to Event Permits, call the Community Development Department at (505) 662-8349 or email permit.techs@lacnm.us
- All rentals for Fuller Lodge will need to be reserved at Fuller Lodge located at 2132 Central Ave, Los Alamos, NM 87544.
 - Once the reservation has been made, an Event Permit will be required and can be filled out at Fuller Lodge or found on the Los Alamos County Website.
- A fee of \$25.00 will be required for all Event Permits, which will be collected by the Case Manager who will handle your Event Permit and will reach out to for any possible, additional information/and once your Event Permit has been Approved.
 - The fee can be paid through our CSS online Portal(<https://www.losalamosnm.us/Services/Make-a-Payment/Building-Permit-Business-License-Payments>), or can be paid at the Los Alamos Community Development Department located at 1000 Central Ave Suite 150, Los Alamos, NM 87544.



Special Event Permitting Resources

Site Plan Detailed, site plans are required for all events mapping out the entire event.

Road Closures When closing/ blocking a road, sidewalk, or parking lot you will need to obtain a **Traffic Impedance Permit** and a Certificate of Liability Insurance listing Los Alamos County as additionally insured, and a Route Map depicting the route of closure.

Food Trucks For events that will have a food truck, each food truck owner/operator must submit the following:

- Los Alamos County Business Registration
- Certificate of Liability Insurance
- Los Alamos County Fire Marshal's Office Mechanical Permit
- Valid food permit from the New Mexico Environmental Health Department,

Alcohol Information The acquisition of a permit is required to serve or sell alcohol. This permit will need to be approved through the State Department.

Amplified Sound If your event includes amplified sound, such as a portable audio system, music, or other activities, you might require a **noise permit**. Noise permits are free.

Tents and Canopies If you plan to have tents that are more than 400 square feet, you will need a permit from the Fire Marshal's Office. Tents and canopies used for events at Park facilities or grounds **may not be staked**. These must be secured with sandbags, weighted bags, water jugs, or barrels.

Carnival Rides, Bounce Houses, and Inflatables All Carnival Ride, Bounce House, or Inflatable vendors are required to carry a 3-million-dollar carnival insurance policy that names Los Alamos County as additionally insured.

Insurance Information The policy of insurance must include coverage for all operations performed by the User and Sub users, and contractual liability coverage will specifically insure the hold harmless provisions of this Agreement.

LOS ALAMOS COUNTY WILL BE NAMED AN "ADDITIONAL INSURED" and the coverage afforded will be primary with respect to operations performed. **The ADDL INSR box must have an "X" and the second page that shows and ties the endorsement must be attached.**

Showing the County as a certificate holder is not the same as naming the County as an additional insured and is not an acceptable substitute. Please show the County as one of the certificate holders, so the city will be notified if coverage is cancelled.

Please list the "**LOS ALAMOS COUNTY**" as **ADDITIONAL INSURED**" in the "DESCRIPTION of OPERATIONS" box, even if the COI is a Blanket type coverage.

Use the following as the address for the certificate holder.

Los Alamos County
1000 Central Ave
Los Alamos, NM 87544



LOS ALAMOS
where discoveries are made

Facility Reservation and Special Event Permit Application

IN ACCORDANCE WITH THE LOS ALAMOS EXCLUSIVE USE OF COUNTY OUTDOOR
PROPERTY AND FACILITIES ADMINISTRATIVE GUIDELINE # 1735

Facility or Field Permit #: _____

Special Event Permit#: _____

Required: A \$25.00 fee to The Community Development Department

Required: County Function: Non-County Function

Application Date: _____

Applicant Name: _____ Phone No: _____

Sponsoring Organization/Group/Team Name: _____

Address/City/State/Zip: _____ Email: _____

Event Information

Event Name _____
Briefly Describe Event & Activities _____
Requested Facility or Field _____
Start Date/Time (include Set-up time) Date _____ / Time _____
Finish Date/Time (include Clean-up time) Date _____ / Time _____
Date _____ / Time _____
Expected # of attendees <input type="checkbox"/> 0-100 <input type="checkbox"/> 100+ ____

Will your event include any of the following, please check all that apply:

Alcohol (sale, service, distribution) (Permit required)	Open flame, generators (Fire Guidelines Apply)
100+ participants / 130 for Fuller Lodge	Tournaments/competitions
Food (catering service) (Insurance of Liability required)	Motorized power supported tools/equipment
Aircraft/Hot Air Balloons	Porta-Potties (in addition to existing facilities)
Animals	Security / Crowd Control (not provided by County)
Band/Amplified music (Separate Form)	Signs & Banners
Bike or foot race	Trash/recycling
Road/parking lot closures (Separate Form)	Vehicles, Large commercial or non-standard
Equipment, barricades, structures	Fireworks:
Fairs/Carnivals/Circus (and/or mechanical rides)	Other:
Tents or shade structure (Larger than 10x10 or combined space larger than 10x10, Fire Marshall Tent Permit Application Required)	Special Request for Fire/Police (Separate Form)

LOS ALAMOS COUNTY AGREEMENT AND RELEASE OF LIABILITY

(Pursuant to Administrative Procedure Guideline No. 1735)

- Applicant has the authority to bind the above company/organization & agrees to release and indemnify the County for any claims, losses, damages & liabilities as a result of this event.
- Applicant has read and agrees to comply with: 1) Administrative Procedures Guidelines for Use & Rental of County Outdoor Facilities, 2) Property, Sale, Service & Consumption of Alcoholic Beverages at County Properties, 3) [Policy 1463](#) Code of Conduct, 4) CSD Facility and Field Use Agreement 5) [County Policy #1320](#) Field Use Policy for Closure 6) Indoor Facility Use Terms and conditions, and understands and agrees to comply with the conditions and policies by which this permit is issued.

Risks or hazards inherent in the activity that may cause damage to property, illness, bodily injury, or death include, but may not be limited to: Tripping or falling; animals; adverse weather; vehicle mishaps; cuts; scrapes; sprains; breaks; assault; or battery.

As the applicant:

- I acknowledge that there are certain hazards and risks inherent in this activity, and I understand and appreciate the nature of the risks. I understand that these hazards or risks could result in property damage, illness, bodily injury, or death to myself, my family members, or my guests. I agree to fully explain these risks to my family members and my guests prior to the activity.
 - The activity will take place, at least in part, on lands owned by Los Alamos County, an Incorporated County of the State of New Mexico ("County"), and this Agreement and Release of Liability is given for the benefit of the County.
 - In consideration of County allowing access and use to County property, I hereby accept all risk to property damage, illness, injury, or death that may be suffered by myself, my family members, or my guests as a result of participation.
- I hereby agree to and will, at all times indemnify, save, and hold the County, and its officers, employees, attorneys and agents, through all proceedings, harmless and release the County from any and all liability, claims, demands, disputes, damages, costs, attorney's fees and expenses, incurred by the County and its officers, employees, attorneys and agents as a result, directly or indirectly, of the use of the Facility by the Applicant and its members, guests, visitors, spectators and participants, and release the COUNTY, its governing body, officers, employees and representatives, estates, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to property and for any and all illness or injury including death, that may result from or occur during participation in the activity.
 - I have carefully read this statement and understand it to be a **release of all claims and causes of actions** for illness, injury, or death, or loss or damage to the property that occurs while participating in the described activity.
- I understand it to be an agreement to **indemnify** the County for losses, damages, and liabilities that may arise as a result of participation in the activity.
 - **I agree to be responsible for all claims and damages arising from personal injury or damage caused to persons or property resulting from my activities, subject to all applicable immunities and exceptions.**
 - This release of liability is voluntarily given.
 - I agree to fully comply with all applicable local, state, and federal laws, rules and regulations and requirements of the County, and any other pertinent regulatory body.

The undersigned Applicant hereby makes application to the County for the use of the facility requested above and certifies that the information in this application is true and correct. The undersigned agrees to exercise the utmost care in the use of the Facility and the surrounding property. The undersigned agrees to sign and adhere

to all provisions, terms and conditions contained in this Agreement as well as adhere to all the rules and regulations contained herein and attached hereto and incorporated herein by this reference.

Applicant (must be 18 years of age or older) – Please Print Name

Applicant (must be 18 years of age or older) - Signature

Date

____Initial here to indicate that you agree to the County's cancellation as outlined in the **Facility and Field Use Terms and Conditions**

and

____Initial here to indicate that you have received and agree to the terms and conditions of the User Cancellations and Reservation Changes **outlined in the Facility and Field Use Agreement.**

or

____Initial here to indicate that you have received and agree to the terms and conditions in the Fuller Lodge Facility Agreement.

and

____Initial here to indicate that you have received a copy of the terms and conditions of the User Cancellations and Reservation Changes **outlined in the Indoor Facility Use Terms and Conditions for Fuller Lodge, Rose Garden, Betty Ehart Senior Center, and White Rock Complex.**

If this reservation is for Fuller Lodge, please return this form to the Fuller Lodge Reservations Office for processing and reservation confirmation. Depending on your reservation needs, additional Los Alamos County Departments may be involved and may contact you.

Facility and Field Use Terms and Conditions - CSD

1. In General

- a. The use of facilities and fee structure is outlined in [Policy 1735](#) Use and Rental of County Facilities/Lands
- b. Based upon County approval of the attached Application, the County grants the Applicant permission to use designated Community Services Department ("CSD") indoor and outdoor facilities, fields & courts ("Facilities") for the approved location(s), dates, times and uses as listed, including any date/time modifications or additions made through CSD, as stated on the approved application.
- c. The Applicant acknowledges and agrees that its use is subject to the terms and conditions of the approved application and these Terms and Conditions. The Applicant shall ensure that all participants, affiliated teams, and/or groups comply with these Terms and Conditions, and local rules, regulations, and ordinances, and the Applicant shall be responsible for the conduct of such participants, teams, and groups.
- d. County reserves the right to reject applications that are not in alignment with the intended Facility use.

2. Commercial Use of Facilities

The business use of Facilities is outlined in [Policy 1735](#) Use and Rental of County Facilities/Lands, Section III (H). Business use includes, but is not limited to, private lessons for profit and private gain.

3. Reservations

- a. The Applicant will have exclusive use of Facilities only with a permit identifying specific time periods and Facilities for that exclusive use.
- b. Payment for any reservation, if applicable, is due at the time of reservation approval or per the Field User Work Credit Program.

4. Hours Of Use.

- a. Outdoor Facilities are available generally between 6:00 a.m. and 10:00 p.m. Where installed, lights are programmed to automatically shut off at 10:00 p.m. Hours outside of these time frames will require approval of the County Manager ("CM") or designee.
- b. Facilities that may require special approval can be discussed with the designated County staff at the time of application.
- c. Applicant must ensure any Facility lights are turned off immediately after use and shall not depend solely on the automatic timer. CSD may deny use of lighted facilities to any applicant who leaves the lights on after the conclusion of the scheduled activity more than once in ninety (90) days.
- d. In the event a Facility has back-to-back reservations, it is the responsibility of each user to abide by its permitted reservation period.
- e. In case of unexpected issues at an outdoor Facility, when Parks staff cannot be reached at 505-662-8139, call the Los Alamos Police Department ("LAPD") directly at the non-emergency phone number (505-662-8222) and relay the issue, the name of the caller, the name of the Facility, and any other information requested by LAPD. LAPD will contact an on-call CSD employee to assist, as necessary.

5. Maintenance Expectations.

- a. All Facility maintenance shall be performed by or under the direction of CSD.

- b. County-owned equipment and items shall not be removed or relocated from any Facility without express prior written permission from CSD. The Applicant is responsible for ensuring the Facility is returned to its original condition or better.
- c. Tents and canopies used for events at Park facilities or grounds **may not be staked**. These must be secured with sandbags, weighted bags, water jugs, or barrels.
- d. The Applicant shall not add or make any modifications to CSD Facilities without express written permission. Requests for modifications require approval from the CSD Director or designee.
- e. The Applicant shall ensure that no participants intentionally damage any County property, including but not limited to fences, backstops, buildings, walls, or other fixtures. The Applicant agrees to reimburse the County for all property damages resulting from the use by or conduct of the Applicant, its affiliates, members, groups, teams, and/or participants, except those directly and proximately caused by the sole negligence of the County. Until full payment for damages is received, the County shall have the right to deny future applications.
- f. The Applicant shall be responsible for expenses incurred by the County in correcting, cleaning, repairing, or replacing any Facility or property of the County that was damaged in connection with the activity or event for which the Facility was reserved. This includes expenses, such as staff time, that are required to return the County Facility to its condition prior to Applicant's use.

6. Alcohol Sales and Distribution

- a. Refer to the [Administrative Procedures Guideline 1736](#) for Sale, Service & Consumption of Alcoholic Beverages at County Facilities.

7. Traffic and Parking

Designated parking areas may be available for parking. Users must not park in unauthorized areas or on any grass. The County is not responsible for theft or damage to vehicles, including damage caused by errant balls or other equipment.

8. Large events, competitions, or tournaments

Large events, competitions, or tournaments may require additional controls to be put in place, possibly at the Applicant's expense. Such controls may include traffic, police, and fire considerations.

9. Restrooms

Organizations hosting tournament play or other highly attended events may be required to rent portable restroom facilities to accommodate the increased number of participants and spectators as a condition of an approved permit. Organizations are responsible for the delivery, maintenance, cleaning, and removal of approved/required portable restrooms. Placement/location of required portable restrooms is at the discretion of the County.

10. Courts

Only individuals wearing athletic shoes are allowed on surfaced courts. Wheeled shoes and vehicles are prohibited, with the exception of ADA accessibility mobility devices, such as wheelchairs.

11. User Cancellations and Reservation Changes

- a. When Facility use is cancelled by CSD Staff, reservations will be rescheduled or refunded to the User.
- b. Failure by User to notify CSD staff immediately of cancellations due to inclement weather that are imposed by User will result in forfeiture of any applicable refund or credit to User's account.
- c. Non-weather-related cancellations of Facility reservations must be made at least 24 hours in advance, otherwise the User will be forfeited refund for Facility use.

- d. Any changes to Facility reservations may be requested at least 24 hours in advance by contacting the CSD staff during normal business hours. Requests will be considered based on availability and timing.

12. Insurance Requirements

- a. The insurance requirements herein must be satisfied and approved by the County prior to Applicant's use of the Facility. Failure to provide acceptable insurance coverage will result in the denial of Facility request or forfeiture of any scheduled Facility use.
- b. Insurance Term: The Applicant shall procure and maintain for the duration of the use or rental period liability insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the Applicant and its employees, agents, representatives, volunteers, coaches, guests, members, and participants.
- c. No Limitation: The Applicant's maintenance of insurance as required herein shall not be construed to limit the liability of the Applicant to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.
- d. Required Insurance: The Applicant's required insurance shall be as follows:
 - i. Commercial General Liability (CGL) insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The County shall be named as an additional insured on the Applicant's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The CGL insurance shall be written with limits no less than \$1,000,000 for each occurrence, \$1,000,000 general aggregate.
 - ii. The insurance policy shall contain or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance in respect to the County. Any insurance, self-insurance, or self-insured pool coverage maintained by the County shall be in excess of the Applicant's insurance and shall not contribute to it.
 - iii. Full Availability of Limits. If the Applicant maintains higher insurance limits than the minimums shown above, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of insurance furnished to the County evidence limits of liability lower than those maintained by the County.
 - I. Certificate of Insurance and Acceptability of Insurers. The Applicant shall provide a certificate of insurance evidencing the required insurance before using the Facility. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII

Indoor Facility Use Terms and Conditions for Fuller Lodge, Rose Garden, Betty Ehart Senior Center, and White Rock Complex

In General:

- A. Based upon County approval of the attached Application, the County grants the Applicant permission to use designated indoor and outdoor facilities for the approved location(s), dates, times and uses as listed on the approved application.
- B. The Applicant acknowledges and agrees that its use is subject to the terms and conditions of the approved application and these Terms and Conditions. The Applicant shall ensure that all participants comply with these Terms and Conditions, and local rules, regulations, and ordinances, and the Applicant shall be responsible for the conduct of such participants.
- C. County reserves the right to reject applications that are not in alignment with intended Facility use.

Commercial Use of Facilities:

The business use of Facilities is outlined in Policy 1735, Use and Rental of County Lands & Facilities, Section III (H). Business use includes, but is not limited to, private lessons for profit and private gain.

Insurance Requirements:

- A. Public events require liability insurance and these insurance requirements herein must be satisfied and approved by the County prior to Applicant's use of the Facility. Failure to provide acceptable insurance coverage will result in the denial of Facility request or forfeiture of any scheduled Facility use.
- B. **Insurance Term:** The Applicant shall procure and maintain for the duration of the use or rental period liability insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the Applicant and its employees, agents, representatives, volunteers, guests, members, and participants.
- C. **No Limitation:** The Applicant's maintenance of insurance as required herein shall not be construed to limit the liability of the Applicant to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.
- D. Required Insurance: The Applicant's required insurance shall be as follows:
 - a) Commercial General Liability Insurance (CGL) insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The County shall be named as an additional insured on the Applicant's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The CGL insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.
 - b) The insurance policy shall contain or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance in respect to the County. Any insurance, self-insurance, or self-insured pool coverage maintained by the County shall be excess of the Applicant's insurance and shall not contribute to it.
 - c) Full Availability of Limits. If the Applicant maintains higher insurance limits than the minimums shown above, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of insurance furnished to the County evidence limits of liability lower than those maintained by the County.
 - d) Certificate of Insurance and Acceptability of Insurers. The Applicant shall provide a certificate of insurance evidencing the required insurance before using the Facility. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A.

1. Reservation Process:

- a. Check facility availability with the Fuller Lodge Reservations Office (Reservations Office) or online.
- b. Complete & sign Facility Use Application and Release of Liability and pay required \$50 reservation deposit.
- c. Contact a local licensed dispenser if alcohol is to be served.
- d. Finalize event details no later than 10 days prior to event and pay balance due.

2. Deposits and Cancellations:

- a) The \$50 reservation deposit is applied to estimated rental fees.
- b) A damage deposit may be required to cover any cost of repair of damage to furniture, fixtures, equipment or building structure or any custodial cost for cleanup of the premises. Refund of damage deposits will be processed within 10 to 15 business days following the event.
- c) The \$50 reservation deposit or paid rental fees and damage deposit will be refunded in full if 10 days' notice of cancellation notice is given. The \$50 reservation deposit will be retained if less than 10 days' notice is given.

3. **Setup Information:** The County of Los Alamos is pleased to provide County facilities for public use. We strive to provide a clean and safe environment for your special event. As part of this service, the custodial staff will set up the tables and chairs you require according to the diagram delivered to the Reservations Office (10 ten business days prior to the event.

4. **Sale, Service, or Consumption of Alcohol:** Only a **LICENSED LOCAL DISPENSER** may sell or serve alcoholic beverages in a County owned facility. County and State Permits apply. Refer to Administrative Procedures Guideline 1736 for Sale, Service & Consumption of Alcoholic Beverages at County Facilities.

5. Decoration Restrictions:

- A. No tacks, nails, staples or adhesives are to be used on the walls, ceilings or floors.
- B. SCOTCH TAPE or BLUE MASKING TAPE only may be used on the walls. No tape of any kind should be used on the floors.
- C. Nothing may be attached to the ceiling, chandeliers, display cases, wall coverings, pictures, or deer's heads.
- D. All tape and decorations must be removed IMMEDIATELY following an event.
- E. Do not throw rice, birdseed, rose petals, glitter, confetti, etc. inside buildings OR on the portal, sidewalk or patio areas.
- F. No tacks, nails or staples are to be used on the outside ARBORS in the Rose Garden or to the wood or vigas on the front and rear portals of Fuller Lodge.

6. Tables and Chairs:

- A. Users are expected to take reasonable care of all folding tables, chairs, and other County-owned property/equipment. All food, drink and table coverings and tape are to be removed by the user.
- B. Tables and chairs will be provided for use in the building and on the patios and are not to be removed from the property. If additional tables and chairs are needed, they may be obtained from outside sources and brought into the County facility; **however**, prior approval **MUST** be obtained from the Reservations Office. Storage space is not available for tables/chairs obtained from outside sources.
- C. County custodial staff will provide set-up and takedown of County owned tables and chairs only. In the event the set-up, takedown or cleaning time exceeds the time allotted, the renter will be charged a custodial services fee per hour.

e. **Tents and Canopies:** Use of portable tents/canopies obtained from an outside source is allowed in conjunction with the rental of the Pajarito Room in Fuller Lodge or the Rose Garden. However, prior approval from the Reservations Office is required. The user is responsible for any damages associated with installation/removal of tents/canopies. Portable tents/canopies must be taken down immediately following an event so as not to interfere with other events unless other arrangements are made through the facility manager. **Absolutely No** delivery vehicles are permitted on the lawn areas. **Tents and canopies used for events at Park facilities or grounds may not be staked.** These must be secured with sandbags, weighted bags, water jugs, or barrels.. **NO EXCEPTIONS** will be made.

7. **Podiums, Projectors, Projection Screens & Public Address Systems:** Are available at no charge and must remain in the buildings at all times.
8. **Building/Room Restrictions:** Under no circumstances will the number of people allowed to congregate in a given building/room exceed the maximum number allowable as determined by the Los Alamos Fire Department.
9. **Clean Up Requirements:**
 - A. Renter must clean the kitchen, kitchen equipment, and sweep the floor after use. If the kitchen is not clean, **user will be charged a custodial services fee per hour for County custodial time to clean it.**
 - B. County will provide cleaning materials including trash bags.
 - C. **All trash** is to be bagged and taken to the dumpster located at each facility. This includes trash from Bar and Food Caterers AND trash from patio receptacles, lawn area and Rose Garden. **Additional custodial services will be charged to user if trash is not removed.**
 - D. The kitchen at the Betty Ehart Senior Center may only be used under direct supervision by Senior Center kitchen staff, and all charges related to the supervision will be the responsibility of the user. For more information, contact the Betty Ehart Senior Center Director at (505) 662-8920.
10. **Electrical Outlets and Electricity Usage:**

Extensive use of electricity will require approval from the Reservations Office at the time the building reservation is made (i.e., roasters, computer terminals, special lighting displays, amplifiers, or sound equipment, etc.).
11. **Telephone and Computer Usage:**

Public pay phones, fax or copying services are not provided.
12. **Fire Extinguishers:**

Fire extinguishers are not to be used except in an emergency.
13. **Open Flame: No open flames of any type are allowed in County facilities, such items include candles, votives and torches. Sterno type heating for food is an exception.**
 - A. No fires will be laid or lit in any Fuller Lodge fireplace.
 - B. Prior approval from the Reservations Office is required for use of outdoor propane and charcoal grills.
 - C. Disposal of charcoal on the grounds or in building trash receptacles or dumpsters is prohibited.
14. **Exits:**
 - A. Exits must be fully operational at all times. Tables/chairs/equipment should never be placed to block entrance/exits. No chairs or tables allowed on the second floor balcony.
 - B. Users may not make any alterations so as to impede exit pathways.
 - C. Access at the Senior Center for functions held on the first floor should be through first floor (lower level) entrances. The second level will not be available during these functions.
15. **Pianos:**

Use of the Steinway is limited to performances at which music is the primary reason for the gathering and there is a seated audience. Use of the Kawai may be used for other programs and/or social events at which music is provided. Use of all pianos must be coordinated with the building manager at Fuller Lodge.
16. **Fuller Lodge – Lobby Area:**

The Lobby Area in Fuller Lodge is not rentable space; however, it may be used for events at the discretion of the Reservations Office.

17. **Building Monitor Duties:**

The monitor will be available to the user as a resource person only, for items such as location of light switches, additional bathroom supplies, operation of mechanical systems, etc. **If problems arise, the Los Alamos Police Department shall be notified immediately.**

Building Monitor will **not** provide assistance with:

- Decorating; Serving food or drinks;
- Collecting admission fees;
- Cleaning up after an event for the user (i.e. removing decorations, taking the garbage to the dumpster etc.

Outdoor Facilities – Parks Use

Subject to facilities rental fee

<p><u>Los Alamos Shelters/Pavilions</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ashley Pond Stage ** <input type="checkbox"/> Ashley Pond/Zone 1 <input type="checkbox"/> Ashley Pond/Zone 2 <input type="checkbox"/> Ashley Pond/Zone 3 <input type="checkbox"/> Barranca Mesa Pavilion <input type="checkbox"/> Camp May Pavilion <input type="checkbox"/> East Park Pavilion <input type="checkbox"/> North Mesa Pavilion <input type="checkbox"/> North Mesa Shelter <input type="checkbox"/> Urban Pavilion ** <p><u>North Mesa Fields</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseball – Bomber ** <input type="checkbox"/> Baseball – Lou Caveglia ** <input type="checkbox"/> Baseball – Minors <input type="checkbox"/> Baseball – Seniors ** <input type="checkbox"/> Baseball – T-Ball <input type="checkbox"/> Soccer – Jim Flint <input type="checkbox"/> Softball – Bun Ryan ** <input type="checkbox"/> Volleyball <p><u>North Mesa Arenas</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Brewer ** <input type="checkbox"/> Covered ** (max. occ. 49) <input type="checkbox"/> Dressage Flash Jump <input type="checkbox"/> Equestrian <input type="checkbox"/> Therapeutic 	<p><u>White Rock Shelters/ Pavilions</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Overlook Shelters <input type="checkbox"/> Piñon Pavilion <input type="checkbox"/> Rover Pavilion <input type="checkbox"/> Rover Shelters <p><u>White Rock Overlook Fields</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseball – Byers <input type="checkbox"/> Baseball – Minors A <input type="checkbox"/> Baseball – Minors B <input type="checkbox"/> Baseball – Virchow ** <input type="checkbox"/> Soccer – Dara Jones <input type="checkbox"/> Soccer – Spirio # 1 <input type="checkbox"/> Soccer – Spirio # 2 <input type="checkbox"/> Soccer – Spirio # 3 <input type="checkbox"/> Softball - X-Lovato ** <input type="checkbox"/> Softball #1 <input type="checkbox"/> Softball #2 <input type="checkbox"/> Softball #3 <input type="checkbox"/> Softball #4 	<p><u>Tennis Courts**</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 36th Street (1) <input type="checkbox"/> Barranca (3) <input type="checkbox"/> Canyon (2) <input type="checkbox"/> Piñon, WR** (3) <input type="checkbox"/> Rover, WR (2) <input type="checkbox"/> Urban** (4) <p><u>Other Sports Fields</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Community – Soccer <input type="checkbox"/> Urban Park – Baseball <input type="checkbox"/> Urban Park – Soccer <input type="checkbox"/> Urban Park – Volleyball <input type="checkbox"/> Watanabe – Soccer <input type="checkbox"/> Western Area – Soccer <input type="checkbox"/> Myrtle Street (2)-Pickle Ball <p><u>Special Use</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> BMX Track, LA <input type="checkbox"/> Disc Golf Course, LA <input type="checkbox"/> Disc Golf Course, WR <input type="checkbox"/> Overlook Point <input type="checkbox"/> RC Track, WR <input type="checkbox"/> Sail Plane Field, WR <input type="checkbox"/> Skateboard Park, LA
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** Electricity available

Field Reservations Only! Will your event require lights? YES NO (**Where available)

Other Recreation Facilities

Aquatic Center

Main Pool: All or # of Lanes _____

- Short Course, less than 100 participants; Still open to the Public for use (Service Fee may apply)
- Long Course/Short Course, more than 100 participants. *Service Fee may apply

Therapy Pool

Leisure Lagoon

Training Room Chairs Needed: # _____ Tables Needed: # _____

Ice Rink All

Ice Sheet: ___ Non-Premium Ice (Monday - Thursday) ___ Premium Ice (Friday - Sunday)

Locker Rooms # _____

Warming Hut Chairs Needed: # _____ Tables Needed: # _____

Golf Course

Conference Room

Front Nine

Back Nine

Driving Range

Chipping Green

Putting Green

Indoor Facilities – Fuller Lodge Use

<u>Fuller Lodge (Pajarito Plus)</u>	<u>Fuller Lodge (Individual Rooms)</u>	<u>White Rock Municipal Complex</u>
<input type="checkbox"/> Pajarito Room	<input type="checkbox"/> Zia Room	<input type="checkbox"/> White Rock Activity Room
<input type="checkbox"/> Curtis Room	<input type="checkbox"/> Throne Room	<input type="checkbox"/> White Rock Town Hall
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Nambe Room	<input type="checkbox"/> White Rock Town Hall South
<input type="checkbox"/> Green Room		
<input type="checkbox"/> Patio (Covered)	<u>Fuller Lodge Rose Garden</u>	<u>Senior Center (BESC)</u>
<input type="checkbox"/> Patio (Uncovered)	<input type="checkbox"/> 50 chair set up	<input type="checkbox"/> Great Room
<input type="checkbox"/> Lawn Area	<input type="checkbox"/> 100 chair set up	<input type="checkbox"/> Classroom A/B
	<input type="checkbox"/> 150 chair set up	