Parks & Recreation Department

City of Las Cruces
PEOPLE HELPING PEOPLE

(575) 541-2550 (Office) | (575) 541-2650 (Fax)

Aquatic Rental Permit

Application Date	Date Paid	Receipt #	Individual	Agency
			☐	☐

Customer Information

(Please print all information.)

Permit Requestor	Phone Number(s)	Email

Address	City	State	Zip Code

Event Information

Number of People (maximum 40)	Event Date	Type of Event:

Set-up and clean-up must be included in room rental time. (Tables, chairs, trash cans and cleaning supplies are provided for room rentals.)

Arrive no more than 15 minutes prior to rental

Please indicate a time for the following:

☐ Party Room ($100 for 3.5 hours) Time: _____

☐ Swim Session **(check fees to right)* Time: _____

Open Swim Session

WEEKDAYS: 1PM - 4:30PM & 5PM - 8:30PM
WEEKENDS: 12PM - 3:30PM & 4PM - 7:30PM

Swim Session Fees

** Infant: 0 - 2 years*	*$2 / session / day*
** Youth: 3 - 19 years*	*$3 / session / day*
** Adult: 20 - 59 years*	*$4 / session / day*
**Senior: 60 years & over*	*$3 / session / day*
** Child Watch*	*$1 / session / day*

Having your event at the Las Cruces Regional Aquatic Center?

Here are some important things you should know:

Proper swim attire required for all individuals who will be entering the water. Proper swim attire is as follows: 1. Regulation bathing suits with liner; 2. White T-shirts worn with regulation bathing suit are acceptable.

The following is ***not*** proper swim attire: 1. Colored T-shirts; 2. Bras/Sports Bras; 3. Basketball shorts; 4. Cut-off jeans or other cotton materials; 5. Underwear or jock straps worn under swim suits; 6. Thong type bikinis or suits deemed too revealing for a family environment (Please make sure guests are aware of the above before they arrive).

****DO NOT* arrive earlier than 10-15 minutes prior to your rental time.** Groups arriving earlier than 10-15 minutes before rental time will be asked to remain outside until such time as staff allows members of the group access to facility/room. Once you are allowed into the party room, Aquatic Center staff will conduct a walk-through of the room with you. Paid rental time includes set-up and clean-up time.

NO FOOD OR DRINK is allowed on the pool deck except bottled water. This helps keep the pool clean. Please keep all food and beverages in the party room.

All daily session fees (fee paid per person to gain admittance to swim) must be paid upon arrival at the Aquatic Center on the day of approved reservation. Only the number of slots approved, as per permit, will be guaranteed admission.

If your guests do not wish to swim, they must pay the Child Watch fee of $1.00 and will be presented with a special wrist band that designated them as non-swimmers. NMED regulations define both individuals in the water ***and*** on the deck as a pool capacity limit.

When planning your event, please keep in mind the **required adult to child ratio:** for every ten children ages 8 and under, one parent/adult is required and actively supervising in the water within arms reach.

When your party is over, you must clean up and wipe down counters, tables and chairs, bag your trash and sweep and mop the floors (as per the Facility Checklist signed by you at the time of party room walk-through). All needed cleaning supplies and trash liners will be provided. Renter is responsible for loss or damage to City of Las Cruces property. Clean-up / damage fees will be assessed if facility is not left in satisfactory condition as per state policy.

By signing this form, I hereby acknowledge that I have read and received all pertinent information regarding the rules/regulations as set forth above and in the Facility Rental Form and Facility Rental Inspection Checklist.

Customer Signature: _____ Date: _____

Parks & Recreation Dept.: _____ Date: _____

Total Fee:

Rental Application Process

1. Select the location of a Park/Facility that you would like to request a permit for. For more information on facilities and park locations visit ***www.las-cruces.org*** — browse in ***Departments*** ➔ ***Parks & Recreation***
2. Check the availability date of the location you are requesting with the Parks and Recreation Administrative Offices. Administrative offices are located at 1501 E. Hadley Ave. We can also be reached at (575) 541-2550.
3. If your selected date is available you will need to complete the permit application at least 7 working days before the scheduled event.
4. Permit Applications and additional documentation can be submitted in the following ways:
   - Hand deliver to the Parks and Recreation Administrative Offices (1501 E. Hadley Ave.)
   - Fax completed permit to the Parks and Recreation Administrative Offices - fax # (575) 541-2650.
   - Send completed permit application via email to the Parks and Recreation Administrative Offices (parksandrecadmin@las-cruces.org)
5. Payment can be made the following ways:
   - Hand deliver to the Parks and Recreation Administrative Offices (1501 E. Hadley Ave.)
   - Mail check or money order to 1501 E. Hadley Ave., Las Cruces, NM 88001

General Facility Rental Rules & Regulations

Purpose: To ensure that all City-owned parks and recreation facilities are made available on an equitable basis to individuals, groups and organizations residing within the City of Las Cruces, Doña Ana County, New Mexico.

Policy: Use of all City-owned parks and recreation facilities by individuals, groups and organizations, including their members, will be granted through the auspices of the Parks and Recreation Department or a designated representative, hereinafter referred to as "Department." Priority for use will be given to year-round recreational programs directly sponsored and/or co-sponsored by the City of Las Cruces. The School District will have next priority for use of fields and facilities. All individuals, groups and organizations must abide by all facility and City of Las Cruces rules and regulations, the Municipal Code, and must obtain special permits if such are required (i.e., Sound Permits). Refer to Las Cruces Municipal Code (LCMC), Chapter 20, Parks and Recreation, Article I. "In General", Section 20-1.

Permitting Procedure: Requests for exclusive use of City owned park/recreation facilities or portion thereof by any individual, group or organization, must be submitted in writing to the Department, a minimum of seven days in advance of the requested date and shall contain the reason for the request. Permits for exclusive use of City-owned parks, recreation facilities or parking areas will be issued for a period not less than four hours for the established fee ($50.00).

Non-Discrimination Compliance: Facility users will not discriminate against any person in access to or participation in any program contemplated by this policy, or in any facility used in connection therewith, on the basis of race, color, national origin, age, disability or sex. Facility users will ensure that all programs, services and activities are accessible to and useable by persons with disabilities in accordance with the Americans with Disabilities Act, including but limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing and other impairments, integrated seating and the provision of reasonable modifications and/or accommodations and shall adhere to the City of Las Cruces Communication Policy. If portable toilets are going to be provided, accessible units must also be provided at each bank of standard units.

User Fees: User fees are established by the City Council. All applicable fees and/or deposits must be paid a minimum of seven working days prior to the approved event by cash, credit card, check or money order made payable to the City of Las Cruces.

Electricity/Water Fees: Use of electricity / water at designated parks is a $50 added fee to the requested planned event.

Park Reservations Fees: Permitted exclusive use of a park/area/section is $50 per area/section per four (4) hours. Exclusive use of an entire park, if scheduled for more than one day of use, a flat fee may be applied to determine applicable fees.

Insurance: The City requires that users of City owned facilities for special requests, one-time events, athletic leagues, tournament play, and recreational programs provide proof of liability insurance naming the City of Las Cruces named as an additional insured on the policy, if staff determines that such insurance is necessary. This proof of insurance must be provided to the Department no later than the required day noted. The amount of this insurance shall coincide with the limitations of the Tort Claims Act, NMSA 1978, Section 41-4-1.

Park Opening and Closing Hours: 1). The City parks may be open from 5:00 a.m. until 11:00 pm, except for emergencies, permitted special events and in parks where hours are posted differently from those operating under the normal operating time. Refer to LCMC, Chapter 20, Parks and Recreation, Article I. "In General", Section 20-1. By special permit, Tennis Courts and other lighted athletic facilities may be extended beyond normal park hours. 2). Unidad Park and Butterfield Shooting Range hours of operation are sunrise to sunset. 3). Individuals shall not be allowed in any City park after closing times unless authorized by permit. 4). The City Manager has the authority to change opening and closing hours of City parks. 5). Parks and Recreation Section employees are not restricted by the opening and closing hours when in performance of their duties. 6). For further information regarding park operations, please refer to LCMC, Chapter 20, Section 20-1, available in the City Clerk's Office.
Special Events and Sports League Requests: Annual exclusive use requests for special events and use of athletic facilities must be submitted in writing to the Department no later than December 30 for the following year and must contain the reason for the request.

Consumption of Alcohol: No alcoholic beverages are allowed to be consumed in City parks and facilities. See LCMC, Chapter 5, Section 5-1. (Exception: Unless approved by the Las Cruces City Council)

Pet Owner's Responsibilities: The City of Las Cruces requires by LCMC, Chapter 7, Section 7-4 that all pet owners clean up after their pet while they visit our parks and facilities. In addition, dog owners must have their dogs under their control and on a leash not longer than eight (8) feet. Pet owners will be restricted from bringing their pets to athletic complexes, unless designated as a service animal. The off-leash dog park is located behind Meerscheidt Recreation Center at 1600 E. Hadley Avenue.

Carnivals and Amusements: Requests for conducting Circus, Carnivals/Amusement Parks and similar businesses must be submitted to the Planning Department's Permitting office. All other business licenses as required in Circus, Carnivals and Amusement Parks, LCMC Chapter 6, Sections 6-71 are available in the City Clerk's Office. If approved, these businesses must then apply for a Park Permit if the activity is conducted at a Parks and Recreation area or facility.

Indemnification: As further consideration and inducement for this facility use permit, you agree to indemnify, defend and to hold City harmless from any and all past, present and future claims, demands, causes of action, in law or in equity, whether known or unknown, which may be made or brought by you, your group or organization or any other person or entity claiming damages by or through you, your group, or organization which might be filed or claimed as a result of or in any way arising out of the aforesaid injuries or damages, in any way arising directly or indirectly from events, use of facilities, incidents, or occurrences referenced herein, such indemnification to include the City's attorney fees and costs.