Parks & Recreation Department

City of Las Cruces
PEOPLE HELPING PEOPLE

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

SPORT FIELD REQUEST

Application Date	Permit #	Date Paid	Receipt #

Customer Information

(Please print all information.)

Permit Requestor & Organization	Phone Number(s)	Email

Address	City	State	Zip Code

Event Information

Event Title:

Event Date: | Number of People: | Start Time (set-up): | End Time (tear down):

FIELD REQUEST SCHEDULE

- ☐ Apodaca Baseball
- ☐ Apodaca Softball
- ☐ Branigan
- ☐ Burn Lake
- ☐ Burn Lake Soccer
- ☐ Harty
- ☐ High Noon Soccer
- ☐ Maag
- ☐ Paz
- ☐ Provencio / Van Dame
- ☐ Ron Galla T-ball Fields
- ☐ Soldados
- ☐ Other: _____

Field Name & Number	Day(s) Requested		

TIMES

Description of Tournament / League Play ***(Explain any specifics)***

Sport Leagues (Per field / game) Fees

YOUTH

Recreationall Baseball/ Softball/ Soccer/Football (local / 18 years and under)	$0
Select Youth Baseball/ Softball/Soccer/Football (local / 18 years and under)	$10

Tournaments (per 12 hrs.)

- 4 Field Complex	$200
- 3 Field Complex	$150
- Single Field	$50
- High Noon #6 - 16 (additional soccer field at $50 / day)	$250
- Burn Lake	$150
- Provencio Van Dame	$150
- Soldados	$100
- Apodaca Baseball	$100

ADULT

Adult Baseball & Softball	$25
Adult Football & Soccer	$20
Senior Softball & Baseball (local)	$0

Tournaments (per 12 hrs.)

- 4 Field Complex	$600
- 3 Field Complex	$450
- Single Field	$250
- High Noon #6 - 16 (additional soccer field at $50 / day)	$300
- Burn Lake	$300
- Provencio Van Dame	$300
- Soldados	$200
- Apodaca Baseball	$200

Camping Fees

RV/Trailer (per night)	$10
Tents (per night)	$5

A nonrefundable deposit will be required for any sport/league/tournament. Reservation cancellation will be assessed a $20 fee per day / per complex within 7 to 10 days.

Liability Insurance

If your event is open to the general public a million dollar general liability insurance policy naming the City of Las Cruces as an additionally insured with an endorsement certificate will be required. Insurance will also need to be provided by Associations. ***Failure to provide insurance certificate and endorsement by required date will result in cancellation of event.***

Date Required:

Customer Signature

By signing this form, I hereby acknowledge that I have read and received all pertinent information regarding the rules and regulations as set forth by the Parks and Recreation Department.

Requestor Signature: _____ Date: _____

For Staff Use Only

☐ Approved by: _____ Date: _____

☐ Denied by: _____ Date: _____

Reason for Denial: _____

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.