

City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 11

Ordinance/Resolution# 15-204

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of April 20, 2015
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

LEGISLATIVE

ADMINISTRATIVE

TITLE: A RESOLUTION APPROVING THE PARKS AND RECREATION DEPARTMENT 2015/2016 FEES AND CHARGES/FACILITY USE POLICY AND REPEALING RESOLUTION 14-107.

PURPOSE(S) OF ACTION:

Approve Parks and Recreation Fees and Charges.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Sonya L. Delgado	<u>Department/Section:</u> Parks & Recreation	<u>Phone:</u> 541-2550
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Over the past year, staff has reviewed the Parks and Recreation Fees and Charges/Facility Use Policy. The proposed policy addresses the incorporation of Safe Haven/Weed and Seed, downtown area fees and the elimination of infant fee at the Las Cruces Regional Aquatic Center. The policy is intended to establish a standardized approach to assessing fees for the use of City facilities, parks, participation in recreation programs; for determining which users or groups should pay at what percentage; to keep all fees at a fair market level in order to encourage participation; to strive for a degree of cost recovery; and to lessen the burden on the City and the General Fund.

City Council established a target for cost recovery for recreation programs at 85-100 percent of direct costs, 33 percent for aquatics, 85 percent for youth (not to go below 75 percent) and 100 percent recovery for adult programs and special recreation programs. The policy and fees structure is developed with a goal of achieving the set cost recovery.

The Parks and Recreation Advisory Board reviewed the proposed policy at their regular meetings on January 15, 2015 and March 19, 2015 and sent forward a recommendation to City Council for approval.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Proposed Parks and Recreation 2015/2016 Fees and Charges/Facility Use Policy.
3. Attachment "A", Draft excerpt from the March 19, 2015 Parks and Recreation Advisory Board meeting minutes.
4. Attachment "B", Redlined Proposed Parks and Recreation 2015/2016 Fees and Charges/Facility Use Policy.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the Fund.
Does this action create any revenue?	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: Various in the amount of <u>\$850,000+</u> for <u>FY15/16</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

The proposed fee structure will only increase revenues slightly above current revenues, pending approval of this fee schedule.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Parks and Recreation Department 2015/2016 Fees and Charges/Facility Use Policy.
2. Vote "No"; this will not approve the Parks and Recreation Department 2015/2016 Fees and Charges/Facility Use Policy.
3. Vote to "Amend"; and provide changes to the resolution.

(Continue on additional sheets as required)

REFERENCE INFORMATION:

1. Resolution No. 14-107.

RESOLUTION NO. 15-204

A RESOLUTION APPROVING THE PARKS AND RECREATION DEPARTMENT 2015/2016 FEES AND CHARGES/FACILITY USE POLICY AND REPEALING RESOLUTION 14-107.

The City Council is informed that:

WHEREAS, the City of Las Cruces Parks and Recreation department is requesting to repeal Resolution 14-107; and

WHEREAS, over the past year the Department has incorporated Safe Haven/Weed and Seed, Downtown Area fees, and the elimination of infant fee at the Las Cruces Regional Aquatic Center into the Parks and Recreation Fees and Charges/Facilities Use Policy; and

WHEREAS, the policy is intended to establish a standardized approach to assessing fees for the use of City facility and recreation programs; and

WHEREAS, City Council established a target for cost recovery for the various programs and activities; and

WHEREAS, the policy was developed in an effort to achieve the cost recovery targets set by City Council; and

WHEREAS, the Parks and Recreation Advisory Board reviewed the policy at their regular meetings on January 15, 2015 and March 19, 2015 and sent forward a recommendation to City Council for approval.

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

THAT Resolution No. 14-107 is hereby repealed.

(II)

THAT the Parks and Recreation 2015/2016 Fees and Charges/Facility Use Policy attached hereto as Exhibit "A", is hereby adopted.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this ____ day of _____, 20__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

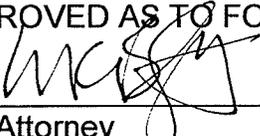
Moved by _____

Seconded by _____

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Levatino:	_____

APPROVED AS TO FORM:



City Attorney

**CITY OF LAS CRUCES
PARKS AND RECREATION DEPARTMENT
2015/2016 FEES & CHARGES/FACILITY USE POLICY**

INTRODUCTION

The City of Las Cruces Parks and Recreation Department has the responsibility to establish policy for recovering costs for using the City's parks, recreation facilities and taking part in various recreation programs. This policy is meant to be a guide to Administration, the Parks and Recreation Advisory Board, and the City Council, in developing a fair and consistent fee schedule.

AUTHORITY

The authority to establish appropriate fees and facility use on an annual basis rests with the City Council. The Parks and Recreation Advisory Board shall act in an advisory capacity to the Parks and Recreation Department and to the City Council in the establishment of the policy.

FACILITATION

The Parks and Recreation Section shall develop fees and recommend appropriate uses of parks facilities and participation in recreation programs. The fee will be reviewed annually by staff, the Parks and Recreation Advisory Board, and ultimately approved by the City Council with the adoption of each annual budget.

PURPOSE OF POLICY

The policy is intended to establish a standardized approach to assessing fees for the use of City facilities, parks and participation in recreation programs; for determining which users or groups should pay at what percentage; to keep all fees at a fair market level in order to encourage participation; to strive for a degree of cost recovery; and to lessen the burden on the City and the General Fund.

USER FEES

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

CATEGORIES OF COST RECOVERY

1. **MINIMAL COST RECOVERY** – Small percentage of direct program costs. Normally 0-20 percent of direct cost:

Program Examples:

- Therapeutic Art
- Summer Recreation
- Therapeutic Dances
- Safe Haven/Weed and Seed

2. **PARTIAL COST RECOVERY**

Recreation programs will strive to recover 85 percent of direct program cost.

Program Examples:

- Teen Programming
- Youth Classes
- Youth Athletics

NOTE: Addressed in Resolution No. 93-264

3. **FULL COST RECOVERY:**

Recreation programs will strive to recover 100 percent of direct program costs.

Program Examples:

- Adult Recreation
- Adult Classes
- Adult Athletics

NOTE: Addressed in Resolution No. 93-264

4. **SPECIAL RECREATION PROGRAM COST RECOVERY:**

Recovery of 100 percent of direct program costs associated with the Special Parks and Recreation Programs Fund. Fund will be utilized for introduction of new programs, classes and special events.

TARGETED COST RECOVERY

Targeted cost recovery for recreation programs is 85-100 percent of direct costs, 33 percent for Aquatics, 85 percent for Youth (not to go below 75 percent), and 100 percent recovery for adult programs and special recreation programs.

DEFINITIONS DIRECT COST

Costs directly associated with providing activities and/or services required for program functionality. Examples: cost for instructor/leader, supplies, materials, building rental, advertising, etc.

FACILITIES

Existing City Parks and Recreation Facilities including recreation centers, tennis and other playing courts, sports fields, swimming pools, and parks. Examples are, but not limited to, the following:

- Meerscheidt Recreation Center
- East Mesa Recreation Center
- Volleyball Court
- Soccer Complexes
- Maag Complex
- Regional Aquatic Center (RAC)
- Triviz Multi-Purpose Path
- La Llorona Park
- Veterans Memorial Park
- Apodaca Softball/Baseball Fields
- Ron Galla T-Ball Fields
- Frank O'Brien Papen Community Center
- Tennis Courts
- Public Pools
- Harty Complex
- Paz Complex
- Lions Park
- Young Park
- Four Hills Park
- Pioneer Women's Park
- Safe Haven/Weed and Seed

PROGRAMMING HOURS OF OPERATION

In order to provide the most efficient and effective use of Parks and Recreation staff, facilities, and programs, the City of Las Cruces Parks and Recreation Department reserves the authority to change facility hours of operation in accordance with recreation programming. At designated facilities, City of Las Cruces Parks and Recreation staff will be on site only during scheduled recreation programming hours. Any change in programming hours of operation at a designated facility will be posted in advance. Facility hours may be further adjusted based on staffing levels, budget constraints and/or public demands.

SPONSORSHIP OF GROUPS

Groups that meet all criteria as set forth by the Parks and Recreation Advisory Board may be co-sponsored and/or supplementary funded by the City of Las Cruces: (Group sponsorship subject to change).

REFUND POLICY

The Parks and Recreation Department will refund fees for the following only:

1. Department cancellation of activity due to low registration.
2. Department cancellation of activity due to inclement weather.
3. Department cancellation of activity due to mechanical malfunctions.
4. Inability of class or league to proceed with activity.
5. A 25 percent service charge assessed prior to the second game or class with no refund to be granted after the second class or game.
6. In cases of emergency, i.e., death or illness, the deposit of the rental fee paid in advance to secure the rental will be refunded. A 25 percent service charge will be assessed to all cancellations other than emergencies of rentals of facilities and parks.

RETURNED CHECK POLICY

There will be a \$30.00 service charge on all returned checks as per the City's Finance Department.

PAYMENT PLAN

The Parks and Recreation Department is offering a payment plan to individuals who are unable to pay the full program amount at time of registration. Each individual will be reviewed on a case-by-case basis and a suitable payment plan must be agreed upon by both the individual and the City of Las Cruces. Scholarships may be available through the generous donations of citizens of Las Cruces in accordance with scholarship policy.

Installment/Payment Plan – The department will offer an installment payment plan in order to help accommodate participants and insure that all citizens have access to programs. Installment/Payment Plan must be approved by a Recreation Program Manager. Payment(s) arrangements must be made prior to participation in any program. Plans may include monthly/quarterly payment plans. The department may request proof of inability to pay or financial hardship, and may deny installment payment plan requests. If payment is not received, prior to service delivery, then services may be terminated immediately.

TRANSFER POLICY

City Parks and Recreation Program transfers are permitted on a space available basis.

AGE CATEGORIES FOR RECREATION PROGRAMS

- Infant 0-2 years of age
- Child 3-12 years of age
- Youth 13-19 years of age
- Adult 20-59 years of age
- Senior 60 and over

SENIORS

The Parks and Recreation Department defines a senior as any individual who is 60 years of age and over. The senior population will be given a 50% discount off of all fees required to participate in our programs with an ID card. Discount does not apply to league participation.

RECREATION FACILITY AGE LIMITS

It is recommended that all children under the age of 18 be under the direct supervision of an adult 18 or older, however the Parks and Recreation Department shall use the information below as a guide for regular open hours at all facilities (pool rules differ):

1. Ages 1-7. Allowed admittance to the facilities (recreation/community) centers under direct supervision of an adult 18 or older, but never allowed in the weight room or group fitness classes. This age group must be accompanied by an adult at all times.
2. Ages 8-11. Must be accompanied by an adult 18 or older in the facilities. This age group is not allowed in the weight room or group fitness classes. Allowed use of the racquetball courts with an adult 18 or older.
3. Ages 12-14. This age group will be allowed access to most areas of the facilities without an adult, except for the weight room (14 and older will be allowed in the weight room with supervision of an adult; some group fitness classes, but not spinning). They will also be allowed use of the racquetball courts without an adult.
4. Ages 15-17. This age group may participate in all group fitness classes. They will be permitted in the weight room (parent/legal guardian must sign a waiver) only under the direct supervision of an adult 18 or older.
5. Ages 18 and over. This age group will be allowed full access to facilities.
6. In swimming pool facilities children ages 8 and under must be accompanied by an adult in the water unless child has passed a designated swim test.

FAMILY DEFINITIONS

Husband, wife and children, including natural, adopted, foster and step-children, living within the same household, also, persons who are not married, including children, who are living in the same household.

ORGANIZATION AQUATIC FEE

1. The Organization or Agency must be non-profit and show financial need:
 - a. Verification of non-profit and low income status (prior year's tax filing)
 - b. Letter of Incorporation from State of New Mexico
2. The Organization or Agency must be located within Dona Ana County.
3. Member or clients of the Organization or Agency must reside within the same building.
4. Submit a letter to the Parks and Recreation Director or designee with above documentation requesting discounted punch card or swimming pool pass.
5. Approved non-profit agencies will receive a 50 percent discount on the appropriate 30 punch card rate. For Profit agencies will be charged current rates. For Profit/Non-Profit agencies will adhere to the following:
 - a. 1-10 clients – at least one supervisor required and actively supervising in water.

- b. 11-20 clients – at least 2 supervisors required with one actively supervising in water.
- c. 21-30 clients – at least 1 supervisor to 10 clients required.

RESTORATIVE/MEDICAL POOL PROGRAM

The City of Las Cruces Parks and Recreation Department is offering use of the aquatic features and Warm Water Pool at the Las Cruces Regional Aquatic Center at a reduced fee for qualifying individuals and their care-provider(s). Individuals with medical conditions that would benefit from water exercise to enhance, restore, and maintain a person's functional abilities may qualify. Conditions can be acute, transient, or chronic. Individuals and their care-provider(s) will be charged an admission fee of \$1.00 per person to use the Aquatic Center's amenities for one hour during any open swim session. Individuals participating in this program must be accompanied by their care-provider(s).

Both the participant and care-provider(s) must pay for each session of use at the facility. A doctor's note validating the need for the use of the facility must be provided at the time of registration.

FREE SWIM

City staff has the authority to offer free swim session admission on a weekly basis for everyone (not to exceed capacity based on New Mexico Environment Department Public Swimming Pool Regulations).

SCHOOL DISTRICT YEAR-END PARTIES

Schools may schedule Frenger Pool or the Las Cruces Regional Aquatic Facility for end-of-the-year school parties, not to exceed two hours and a minimum of 50 students as availability allows (not to exceed capacity based on New Mexico Environment Department Public Swimming Pool Regulations). Adults/Students who plan to swim will pay the daily rate.

FACILITY USE/RENTALS (RECREATION CENTERS)

Facilities refer to East Mesa, Frank O'Brien Papen Center, Life Center, Meerscheidt Center, Safe Haven/Weed and Seed and Regional Aquatic Center. In consideration of the payment of the rental fee and the agreement with the Renter to comply with the Contract, the City of Las Cruces agrees to make space indicated available to the Renter for the dates and times set forth, and make available the equipment requested. By signing the Contract, the Renter agrees to the following:

I. Payment

A. Reservations:

- Facility reservations are taken on a first-come, first-served basis by phone or in person. Reservations must be made two weeks prior to the event.
- Group sports in the gymnasium reservations are taken on a first-come, first-served basis by phone or in person.

- Deadline for arrangements and payment is 5:00 PM ten business days prior to the date of usage. Otherwise, the reservation will be terminated.

B. The Renter is responsible for loss or damage to CLC property. If, after inspection, room/facility is not left in a satisfactory condition, clean-up/damage fees will be assessed.

C. Rental Fee: To secure reservation, one hundred percent (100%) of the rental fee is due at the time of the completion of this Contract.

D. Request for Changes: Any requests for changes to this Contract must be agreed upon in writing between the Renter and the City of Las Cruces staff. Requests must be completed no later than two (2) weeks prior to event or by mutual agreement.

E. Cancellation/Refund: If reservation is cancelled by Renter the City of Las Cruces will retain a 25% cancellation fee. The exceptions to this are injury, illness or in case of emergency or extenuating circumstances.

II. Set-Up, Supervision, Caterers, Decorations, Equipment, Clean-Up and Closing of Facility

A. Set-Up: Access to the facility for setting up including caterers set-up, will be during the hours on the face of the Contract ONLY.

The City of Las Cruces provides certain items for use to Renter and/or Caterer such as tables, chairs, and equipment within the facility(s). We do not provide linens, silver, or tableware. The City of Las Cruces staff's sole responsibility is to supervise the facility, the equipment and supply the above listed rental items for space being rented, along with trash cans and liners. The City of Las Cruces will not be responsible for moving, set-up and break-down including stacking of tables, chairs, and other equipment used during the event.

B. Supervision: Any individual at this event under the age of 18 must be supervised at all times. Any area of the facility that is not under Contract is off limits. Only activities conducive to the facility will be allowed. If required, security services must be present for the duration of the event. Parking is permitted at the facility. Please obey all posted signs.

C. Caterers: Caterers must have proper licenses and liability insurance coverage. The City of Las Cruces requires that a copy of the Caterer's Certificate of Insurance be made available when final payment is received for catered event.

D. Decorations: The renter shall not (a) cause or permit the facility to be injured, marred, or in any manner defaced or changed; (b) place any nails, tacks, screws or other fasteners into any part of the facility; (c) place or permit to be placed, signs on painted walls in any part of the facility. No decorations such as posters, pictures or banners are to be fastened to walls, woodwork or curtains inside or out.

E. Equipment: All equipment not owned by the City of Las Cruces and being used by Renter/Caterer must be removed at the conclusion of the event. The City of Las Cruces is not responsible for any lost, stolen or damaged property.

F. Clean-Up: At the conclusion of any event the facility must be returned to its pre-event condition. All City of Las Cruces equipment must be returned to the original designated areas. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facility(s) AND NO LATER THAN THE EXIT TIME STATED ON THE FACE OF THIS CONTRACT. Any catering areas used must be cleaned and left in "as found or better" condition. All trash must be removed from the building and placed in an appropriate dumpster. All floors must be swept and/or vacuumed after use of space. Renter will give floors a light mop where needed. Renter must immediately take care of any major spills. If renter is unable to remove spills, the City of Las Cruces will have area(s) professionally cleaned at the renter's expense.

III. Alcohol, Drugs and Tobacco

A. Alcohol: No alcohol or liquor is allowed on City property without prior City Council approval.

B. Drugs: No illegal drugs are allowed on City property.

C. Smoking: No smoking is permitted inside any facility. Any person smoking must be at least 50 feet away from any facility entrance.

D. ANY VIOLATION OF THESE RULES MAY CAUSE THE EVENT TO BE TERMINATED.

IV. Destruction and Damage

A. Damage: If anyone damages the facility(s) during the rental period, the Renter shall be liable for all necessary repairs.

B. Destruction: If the City of Las Cruces facility(s) are destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the Agreement impossible, then the rental contract shall terminate and payments will be returned and Renter waives all rights to any claims against the City of Las Cruces.

V. Facility Use

A. Compliance: Renter agrees that any use of City of Las Cruces facility(s) must comply with all statutes, ordinances, rules and regulations issued by Federal, State and Municipal governments, including all rules of the Las Cruces Police and Fire Departments. When requested, the Renter shall provide Liability insurance naming the City of Las Cruces, its employees and agents as additionally insured with the limits of \$1,000,000. If the City is to be named as additional insured, the insurance company must issue an endorsement stating that the City of Las Cruces is additional insured.

- B. License & Payments: Renter agrees to obtain or collect and to pay and deliver to the proper governmental agency or regulating authority, any and all license fees, permits, royalties and taxes required in connection with the use of the facility(s).
- C. Hazardous Materials: Renter agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, cause bodily injury to any person or property or which is likely to constitute a hazard.

VI. Responsibility and Indemnity

- A. Conduct: The conduct of all event participants while on City of Las Cruces property shall be the responsibility of the Renter. The Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property on City of Las Cruces premises during the rental period or resulting therefrom. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. The City of Las Cruces retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.
- B. Indemnity: The Renter shall release, indemnify, keep and save harmless the City of Las Cruces, its agents, officers or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the event for which the premises have been lease, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use of the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

VII. Security

- A. Building Security: Different uses of the facility(s) may entail different requirements concerning security. The City of Las Cruces is not responsible for any items left in the facility(s). The Renter will take the necessary precautions to protect personal property and to maintain order during event. **ONE PROFESSIONAL SECURITY GUARD PER FIFTY (50) PARTICIPANTS MAY BE REQUIRED.** Receipted confirmation of professional security services obtained must be presented at time of final payment.

CONTRACTS TO CONDUCT CITY PROGRAMMING

If the City contracts with any organization to conduct a city-sponsored program, it is the City's responsibility to ensure such activities are carried out by the contractor in compliance with the requirements of the Americans with Disability Act. The following language shall be included in all such contracts entered into by the City.

The Contractor shall 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 not limited to, equal opportunity to participate and benefit, equally effective

communication for persons with speech, hearing or cognitive disabilities, integrated seating, and the provision of reasonable modifications and/or accommodations and to maintain, and provide to the City upon request, a record of all such requests received, granted and/or denied and the reason for any denials.

PERMITTING PROCEDURE

1. Requests for exclusive use of a City-owned park/recreation facility or portion thereof by any individual, group or organization must be submitted in writing to the Department, and require a minimum of ten days submittal, in advance of the requested date and shall contain the reason for the request.
2. Requests for use of City-owned parking lots adjacent to City-owned parks and recreation facilities must be submitted in writing to the Departments a minimum of ten working days in advance of the requested date and shall contain the reason for the request.
3. Requests for use of the City-owned parking lots surrounding Main Street Downtown (Main Street from Picacho Street to Lohman Avenue) must be submitted in writing to Community Development - Downtown Coordinator a minimum of ten working days in advance of the requested date and shall contain the reason for the request. Uses that compete with established businesses or the Farmers and Crafts Market are prohibited. Because of the proximity to businesses on Main Street Downtown, use of these parking areas shall only be permitted from 7:00 p.m. to 10:00 p.m., Monday through Saturday, or from 9:00 a.m. to 10:00 p.m., Sundays.
4. 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, with the following considerations:
 - a. Permit requests for all parks, pavilions, gazebos and shelters will be rented for an established fee and time period.
 - b. The proposed use will not unreasonably interfere with general public enjoyment of a facility.
 - c. The proposed activity is not anticipated to incite violence, crime or disorderly conduct.
 - d. The proposed activity will not entail unusual expense (overtime scheduling) or risk to the City.
 - e. The facility or portion thereof requested has not previously been reserved.
 - f. The facility requested is suitable for the activity proposed.
 - g. The proposed activity will not interfere with the promotion of public health, welfare and safety of the citizens of Las Cruces.

- h. All appropriate paperwork has been completed in full and accepted by the Departments.
- i. The individual, group or organization insures the permitted facility will be left in a clean and acceptable condition.

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, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services. Facility users will ensure that all programs, services and activities are accessible to an useable by persons with disabilities in accordance with the Americans with Disabilities Act, including but not 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).

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 to cover such use of the facilities, with the City of Las Cruces named as an additional insured on the policy, if staff determines that such insurance is necessary. If the City is to be named as additional insured, then the insurance company must issue an endorsement stating that the City of Las Cruces is additional insured. This proof of insurance will be forwarded to the Parks and Recreation Department no later than 30 working days prior to the scheduled event for annual routine requests or no later than ten working days prior to the scheduled event. The amount of this insurance shall coincide with the limitations of the *New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1 et siq.*

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.

1. The following information/documentation must be submitted along with the request for facilities:
 - a. On an annual basis 30 days prior to a special event, submit a detailed financial statement covering funds received and expended for the event or league operations to include local, state, regional or national tournaments for previous year special event or program. The City of Las Cruces may also require an audit

at the organization's expense in cases where the City of Las Cruces provides funding or direct support.

- b. On an annual basis 30 days prior to a special event, submit proof of insurance for upcoming special event, season or operations, or within ten days prior to the special event.
 - c. On an annual basis 30 days prior to a special event, submit proof of non-profit corporation status with the State of New Mexico Corporation Commission.
 - d. On an annual basis 30 days prior to a special event, submit prior year copy of Form 990 tax-exempt report filed with the Internal Revenue Service.
2. It shall be the responsibility of the individual, group, or organization to insure the permitted facility is left in a clean and acceptable condition.
 3. Use of athletic facilities for scrimmages will be controlled and coordinated by league officials with approval of the Parks and Recreation Department.
 4. It shall be the responsibility of the individual, group, or organization to follow up with the Parks and Recreation Department personnel seven to ten (7-10) days prior to the event to secure needed equipment and ensure all services approved will be properly coordinated.
 5. The Parks and Recreation Department shall reserve the right to reschedule, cancel, or postpone league games, tournaments, and/or parks special events due to inclement weather, or unforeseen City related events.
 6. Leagues/Associations will provide program registration at a non-City facility(s) and conduct all business away from Parks and Recreation facilities.

FISHING

Fishing will be allowed at Burn Lake during normal park operating hours (5:00 a.m. to 11:00 p.m.) under the New Mexico Game and Fish Department Regulations. Fishing will be allowed at Young Park Pond in accordance with New Mexico Game and Fish regulations.

SWIMMING

Swimming is allowed at Laabs Pool, East Mesa Bataan Memorial Pool, Regional Aquatic Center and Frenger Pool. No swimming is allowed in the Young Park Pond.

CARNIVALS AND AMUSEMENTS

Requests for conducting Circuses, Carnivals/Amusement Parks and similar businesses must be submitted to the Community Development Department's Permitting 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.

ROLLER SKATING, ROLLERBLADING AND SKATEBOARDING

The City of Las Cruces may designate and restrict areas and facilities for these purposes.

GOLFING

No hitting of golf balls allowed on any City park facility as per *LCMC, Section 20-36*, with the exception of City golf programming.

MOBILE CONCESSIONS/VENDING

Any individual, group, business entity or organization engaged in the sale of food, beverage, or any other merchandise at a public park or public space within the City limits must obtain a permit from the Parks and Recreation Department. Applicant is responsible and required to meet all applicable city, state and health department laws and regulations, including acquiring all necessary permits for food and beverage preparation. All such permits must be provided to the City prior for the issuance of a permit from the Parks and Recreation Department.

I. REQUIREMENTS:

The Parks & Recreation Department reserves the right to permit if vendors are able to provide the following:

1. **BUSINESS LICENSE:** Provide a copy of the required Business license and Registration permit from the City of Las Cruces Business Registration Office.
2. **FOOD SERVICE PERMIT:** Provide a copy of the required permit(s) from the State of New Mexico Health Department.
3. **LIABILITY INSURANCE WITH ENDORSMENT:** Applicant is required to provide the City a copy of proof of liability insurance coverage in the minimum amount of one million dollars (\$1,000,000) per occurrence, naming the City of Las Cruces as an additional insured.
4. **FEES:** Vendor agrees to pay the City of Las Cruces \$50 monthly fee. Limited electrical service will be available for \$100 per month on a first come first serve basis. Permits will **ONLY** be issued on a quarterly basis or fraction thereof. Payment shall be made to the City of Las Cruces in full in order to receive a permit for each quarter.

The City of Las Cruces recognizes that some youth leagues/organizations utilize concession space to help off-set program costs. In this instance, insurance is required as well as financial records. All concession/vendors, to include mobile vendors, must be in good standing at all times. Good standing will be defined as no complaints, regular payment of required fees, and

all appropriate documentation on file. The Parks and Recreation Department staff has the right to deny concession/vending permits based on non-compliance. The City may develop a request for proposal to operate all City concession stands on park property.

SPECIAL USE PERMITS (TO INCLUDE, BUT NOT LIMITED TO, MODEL AIRPLANES/MODEL ROCKETS/METAL DETECTING), AND REMOTE CONTROL CARS

Model Airplanes/rockets, metal detecting, and remote control cars are recognized as legitimate recreation activities when they are conducted in ways that do not damage the natural and cultural resources of City of Las Cruces park facilities.

A Facility Use Permit is required to use any city park for these activities. Use of metal detectors is limited to park areas only and not in ball field areas. To obtain a Facility use Permit visit the Parks and Recreation Administrative Office at 1501 E. Hadley.

INFLATABLE/PORTABLE PLAY EQUIPMENT

The City of Las Cruces allows inflatable play equipment at designated sites in Young Park, Pioneer Park, Veterans Park and Klein Park. Any business that operates/leases party and or event equipment, i.e. jumping balloons, dunk tanks, sporting equipment, etc., in a City park/facility is required to provide proof of general liability insurance in the amount of three million dollars (\$3,000,000) per occurrence, with the City of Las Cruces named as an additional insured.

The amount of the insurance shall coincide with the limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1. This proof of insurance must be forwarded to the Parks and Recreation Department for record keeping. Uninsured businesses may be held personally responsible for injury or damages caused by any uninsured or unauthorized inflatable or portable play equipment.

VEHICLES AND DRIVING IN CITY PARKS

Driving or parking vehicles on the grass or landscaping located in a City park or on City property is prohibited except during events for which a permit has been granted. Driving on park property results in damage to both turf and irrigation sprinkler systems and can result in costly repairs. Items should be hand carried from the street or parking lot to the interior of a park. This is also true for local businesses that offer tents or other large items for party rentals or other activities. In addition, no parking is allowed on the grass surrounding soccer fields and softball/baseball fields. This section does not apply to City vehicles, emergency vehicles or public utility service vehicles.

WELLNESS PROGRAM

The City of Las Cruces has expanded the current workplace Wellness Program by recognizing the value of improving the health and well-being of its employees. The program *is designed to*

improve employee morale, loyalty, and productivity. Employees have been provided access to physical fitness classes, the weight room and cardio rooms, nutrition classes, diabetes checks, health fairs, and golf opportunities through a partnership with New Mexico State University. Staff will continue to seek ways to increase the benefits for City of Las Cruces employees and their family members.

COMMUNITY GARDENING

The City of Las Cruces offers local citizens use of public property for community gardening activities. Gardeners are encouraged to plant vegetables and other annual plants. All gardening participants must be registered. The application deadline for gardeners will be February 28 of each year. Registration is accepted at the Parks and Recreation Department, 1501 E. Hadley. Garden plots will be rented on a first-come, first-served basis and for an established fee and time period. Garden sites are:

- Jardin de Esperanza – 341 E. Picacho
- Gomez Community Garden – 2250 S. Espina
- Munson Community Garden – 975 S. Mesquite
- Sage Community Garden – 6121 Reynolds Dr.

WALK OF HONOR BRICK PAVERS

The City of Las Cruces offers the opportunity to purchase personalized quarry tile brick pavers to be used in the construction of a walk of honor for veterans within the City's Veterans Memorial Park on Roadrunner Parkway. Bricks may be purchased at the Parks and Recreation Department for an established fee and time period. Bricks will be ordered twice yearly (every six months).

PARK OPENING AND CLOSING HOURS

1. City parks may be open from 5:00 a.m. until 11:00 p.m., 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 22, Parks and Recreation, Article I. "In General", Section 22-1*
2. Unidad Park and Butterfield Shooting Range hours of operation are sunrise to sunset.
3. Individuals shall not be allowed in any City park during 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 Department employees or Police 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 22, Section 22-1*, available in the City Clerk's Office.

PET OWNER'S RESPONSIBILITIES

The City of Las Cruces requires by *LCMC*, Chapter 1, Section #7-4.a 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 lead not longer than twelve (12) feet; off leash recreation is provided at the "Off Leash Dog Park", directly behind the Meerscheidt Recreation Center, 1600 E. Hadley St.

Pet owners will be restricted from bringing their pets to athletic complexes, unless designated as a service animal.

MERCHANDISING, ADVERTISING AND SIGNS

1. Individuals, groups or organizations, while utilizing City-owned parks and/or facilities, are prohibited from the following unless authorized by the Departments in writing:
 - a. Calling to the public attention an article or service for sale or hire.
 - b. Posting or erecting any sign on City-owned property unless authorized by the City Sign Code.
 - c. Collection of money by an individual, group, or organization from the public for services and/or merchandise where all or some of such monies will be disbursed to an entity, individual, group or organization, will only be authorized by permit. Applicable park rental fees may apply.
2. a. The Parks and Recreation Department has created advertising opportunities that will develop partnerships with our local business community to increase the visibility of their respective businesses and to ensure the sustainability of offering quality/affordable programs to the citizens of Las Cruces. The manner in which these advertisements will be offered will be a personalized banner to be displayed at designated athletic facilities. Fees will be established as per City Council approval.

EXCEPTIONS

There may be requests that are exceptions to this policy. These requests will be reviewed on a case-by-case basis and may require Parks and Recreation Advisory Board, City Manager, or City Council approval.

CITY FEE WAIVER POLICIES (as established by City Council)

1. City Fee Waiver Policy.
2. Park Facility Fee Waiver for Military Services at Veterans Memorial Park.

3. Official City Sponsored or co-sponsored events as approved by City Council.

**CITY OF LAS CRUCES
PARKS AND RECREATION PROGRAMS AND FACILITIES
2015/2016 FEES & CHARGES/FACILITY USE SCHEDULE**

I. GENERAL RECREATION PROGRAMS

General Instructions:

Program	Session	FY 14/15	FY 15/16
Fitness/Circuit Training	1 class	\$2.00	\$2.00
Fitness Punch Card	30 visits	\$48.00	\$48.00
Pickle ball Card	30 visits	\$48.00	\$48.00
Pickle ball Card (Senior 60+)	30 visits	\$30.00	\$30.00
Gymnastics – Parent/Tot	8 classes	\$30.00	\$30.00
Gymnastics – Beginning	8 classes	\$30.00	\$30.00
Gymnastics – Intermediate	8 classes	\$30.00	\$30.00
Cheer/Dance	8 classes	\$30.00	\$30.00
Racquetball/Pickle ball	1 hour/court	\$4.00	\$4.00
Racquetball/Pickle ball Racquet Rental	1 racquet	\$1.00	\$1.00
Teen Dance	1 admission	\$3.00	\$3.00
Water Fitness Class	1 class	\$2.00	\$2.00
Water Fitness Class Punch Card	30 visits	\$48.00	\$48.00
Weight Room – Meerscheidt	Daily Fee	\$1.00	\$1.00
Weight Room – Regional Aquatic Center	Daily Fee	\$2.00	\$2.00
Weight Room Punch Card – Meerscheidt	24 visits	\$20.00	\$20.00
Weight Room – Regional Aquatic Center	30 visits	\$48.00	\$48.00
Therapeutic Program Dance	1 admission	\$2.00	\$2.00
Fitness Classes/Lap Swim	1 hour	\$2.00	\$2.00
Shower Fee	1 each	\$1.00	\$1.00
Activity ID Card	ALL	\$5.00	\$5.00
Towel Fee	1 each	\$1.00	\$1.00
Summer Recreation Program (includes field trip fees)	Half Day Site Full Day Site	\$100.00	\$100.00 \$150.00
Program	Session	FY 14/15	FY 15/16
Specialty Camps	Half Day Full Day	\$45.00	\$50.00 \$100.00
Locker Rental	Daily	\$.50	\$.50
Locker Rental	Weekly	\$2.50	\$2.50
Locker Rental	Monthly	\$10.00	\$10.00
Locker Rental	Yearly	\$120.00	\$120.00
Locker Deposit (long-term use)*		\$20.00	\$20.00

*Long term use is defined and applied to “yearly lockers”.

Lunch Bucket Basketball	Daily Fee	\$2.00	\$1.50
After School Program	Semester (2)	\$360.00	\$360.00
Copy Fee	Per copy	\$.50	\$.50
Indoor Cycling	1 class	\$2.00	\$2.00
Special Programs/New Opportunities*			

Late registration midway through program will be accepted based on availability; a fee of \$4.00 per day (for each day remaining in program) will be assessed.

*Staff will pursue additional program opportunities throughout the year and set fees based on Council's direction concerning rates of recovery.

Therapeutic Recreation Programming – Private Entities

A programming fee will be charged for Therapeutic Recreation Program administered activities held at any private entity not including the building previously known as the "Life Center/Angel Care" (outside of a City building). The Therapeutic Recreation programming fee will be a minimum of 25 cents per participant/care provider per activity. This fee may vary based on the activity, allowing for a wide-range of diversity in venues and opportunities for program participants. The Therapeutic Recreation Program will work with care providing agencies, care providers and participant families to set activity programming fees for more costly and expansive activities. This programming fee will provide a minimal cost recovery and help off-set direct expenses incurred for the facilitation and delivery of such activities.

Sports League Program:

Program	Session	FY 14/15	FY 15/16
Adult Basketball*			
Winter League	11 games	\$465.00	\$465.00
Summer League	9 games	\$435.00	\$435.00
Camp Daily Drop-in Fee		\$15.00	\$15.00
Activity Camps	Per person	\$60.00	\$60.00
Racquetball League	12 games	\$12.00	\$12.00
Flag Football Tournament- Adult	6 games/team	\$200.00	\$200.00
Flag Football Tournament-Youth	6 games/team	\$150.00	\$150.00
3-on-3 Basketball	Per Person	\$20.00	\$20.00
Basketball Coaches Certif.	1 year	\$30.00	\$30.00
Officiating Clinic	1 year	\$30.00	\$30.00

Program	Session	FY 14/15	FY 15/16
Youth Sports Leagues (City)-New	8 games	\$40.00/chld	\$40.00/chld
Youth Sports Leagues (City)-returning w/shirt		\$30.00/chld	\$30.00/chld
Sports Tournament – Adult		\$200.00	\$200.00
Sports Tournament – Youth		\$150.00	\$150.00
Non-Traditional Sports Tournaments – Adult		\$75-\$200.00	\$75-\$200
Non-Traditional Sports Tournaments - Youth		\$50-150.00	\$50-\$150.00

* Adult Leagues run at 100 percent recovery of direct cost.

**Youth Leagues run at 85 percent recovery of direct cost.

The Parks and Recreation Department will have the authority to research and pursue new and innovative revenue sources by utilizing new and creative programming or single event activities for all ages and abilities.

Special Events:

Program	Session	FY 14/15	FY 15/16
Youth Running Events/Late Fee	1 race	\$15.00/\$25.00	\$15.00/\$25.00
Adult Running Events/Late Fee	1 race	\$20.00/\$25.00	\$20.00/\$25.00
Running Event Series	3 5K races	\$30.00	\$30.00
Duathlon/Duathlon Late Fee	1 race	\$30.00/\$35.00	\$30.00/\$35.00

- II. **SWIMMING** (In the event of pool closures and capacity, open recreation and swim time will be split into two equal sessions. All swimming pools will have split sessions during summer months (Memorial Weekend thru Labor Day).

Community Education Classes:

Program	Session	FY 14/15	FY 15/16
First Aid	4 hrs.	\$50.00	\$50.00
CPR-PR		\$70.00	\$70.00
Recertification (CPR-PR or First Aid)	One time	\$45.00	\$45.00
Recertification (Lifeguard Skills)	One time	\$85.00	\$85.00
Home Swimming Pool/Spa Water Safety	1.5 hours	\$25.00	\$25.00
Open Water Safety	1.5 hours	\$25.00	\$25.00
Home Swimming/Water Safety/Open Water	3 hours	\$45.00	\$45.00

- **Fees subject to current Red Cross pricing**

Daily Fees (Frenger/East Mesa/Laabs):

	Age Group	FY 14/15	FY 15/16
Infant	0-2 years	Free	Free
Youth	3-19 years	\$2.00	\$2.00
Adult	20-59 years	\$4.00	\$2.00
Senior	60 +years	\$3.00	\$1.00
Child Watch Fee (Parent/Guardian)	N/A	Free	\$1.00

30 Punch Admission Card (Frenger/East Mesa/Laabs):

	Age Group	FY 14/15	FY 15/16
Infant	0-2 years	Free	Free
Youth	3-19 years	\$50.00/30 punch	\$50.00/30 punch
Adult	20-59 years	\$110.00/30 punch	\$50.00/30 punch
Senior	60 +years	\$80.00/30 punch	\$25.00/30 punch

Rentals: Frenger Swimming Pool

Amount of Group	FY 14/15	FY15/16	Guards On Duty
Entire Pool (Includes Guards)		\$100/1 ½ hr	
1-20 People	\$75.00/hr		2 Guards
21-45 People	\$85.00/hr		3 Guards
46-60 People	\$95.00/hr		4 Guards
61-90 People	\$105.00/hr		4-5 Guards

Rentals: Laabs/East Mesa Swimming Pools

Amount of Group	FY 14/15	FY 15/16	Guards On Duty
Entire Pool (Includes Guards)		\$200.00/1 ½ hr	
1-20 People	\$150.00/hr		4 Guards
21-45 People	\$170.00/hr		6 Guards
46-80 People	\$190.00/hr		8 Guards
81-102 People	\$210.00/hr		8-10 Guards
103-124 People	\$230.00/hr		8-10 Guards
125-146 People	\$250.00/hr		8-10 Guards
147-165 People	\$270.00/hr		10-12 Guards
166-185 People	\$290.00/hr		10-12 Guards
186-200 People	\$310.00/hr		10-12 Guards

Rentals: Laabs/East Mesa* Swimming Pools (Zero Entry and Slide)

Amount of Group	FY 14/15	FY 15/16 (see above)	Guards on Duty
1-20 People	\$75.00/hr		2 Guards
21-45 People	\$85.00/hr		3 Guards
46-80 People	\$95.00/hr		4 Guards
81-102 People	\$105.00/hr		4-5 Guards

Swim Team Rentals as per agreement.

Rentals will be based on overall demand (public use) and safety window of opportunity (amount of daylight).

Rentals: Frenger/Laabs/East Mesa (Swim Meet/4 hours based)

Amount of Group	FY 14/15	FY 15/16	Guards on Duty
Swim Meet (Entire Pool)		\$200/ hr	4 Guards

Holidays/Maintenance Closures:

Swimming pools may be closed on City observed holidays with the exception of Memorial Day, Fourth of July and Labor Day.

LAS CRUCES REGIONAL AQUATIC CENTER

Special Events:

Program	Session	FY 14/15	FY 15/16
Children's' Triathlon and Races	1 race	\$15.00	\$15.00

Daily Fees:

	Age Group	FY 14/15	FY 15/16
Infant	0-2 years	\$2.00	Free
Youth	3-19 years	\$3.00	\$3.00
Adult	20-59 years	\$4.00	\$4.00
Senior	60 + years	\$3.00	\$3.00
Child Watch Fee (Parent/Guardian)	N/A	\$1.00	\$1.00

30 Punch Admission Card

	Age Group	FY 14/15	FY 15/16
Infant	0-2 years	\$50.00/30 punch	Free
Youth*	3-19 years	\$80.00/30 punch	\$80.00/30 punch
Adult*	20-59 years	\$110.00/30 punch	\$110.00/30 punch
Senior*	60+years	\$80.00/30 punch	\$80.00/30 punch

*Reduce rate at \$20.00 off of proposed Youth, Adult and Senior 30 Punch Admission Card.

Gift certificates are available for purchase at all swimming pool facilities.

Swimming Lessons:

Program	Levels	FY 14/15	FY 15/16
Private Lessons	All Ages	\$35.00/hour	\$35.00/hour
Infant/Toddler/Preschool/ Level 1 & 2	Beginner	\$45.00/8 classes	\$45.00/8 classes
	Levels 3 & 4 (Intermediate)	\$60.00/8 classes	\$60.00/8 classes
	Levels 5, 6 & 7(Advanced)	\$60.00/8 classes	\$60.00/8 classes
Lifeguarding (does not include books or pocket mask)		\$180.00/30 hours	\$180.00/30 hours
Lifeguarding Instructor (LGI) Does not include books		\$195.00/26 hours	\$195.00/26 hours
Water Safety Instructor (WSI) Minimum age 16 years. Does not include books		\$190.00/15 hours	\$190.00/15 hours
Program	Levels	FY 14/15	FY 15/16
Be A Guard WSIA & Guard Start (Working at Pools) Minimum age 15 years. Must have passed Level 3		\$95.00/15 hours	\$95.00/15 hours

Lifeguard Training fee is refundable upon successful completion of certification process and upon hire with the City of Las Cruces (completion of 90 days of service).

Rentals: (Warm Water Pool)

Amount of Group	Guards on Duty	FY 14/15	FY 15/16
1-20 People	2 Guards	\$100.00/half hour	\$100.00/half hour
21-30 People	4 Guards	\$200.00/half hour	\$200.00/half hour

Rentals: (Fitness Room) – Week day operations only.

Amount of Group	Guards on Duty	FY 14/15	FY 15/16
			\$160.00/hr
Plus Sound System			\$15.00/hr

Rentals: (Party Area)

Area	FY 14/15	FY 15/16
Party Room/Wet *	\$100.00/3 ½ hours	\$100.00/3 ½ hours
Private Use-190 Maximum Capacity, Includes Guards/fees, Saturday, Sunday only		\$400/2 hrs

III. FACILITIES RENTAL

Meerscheidt, Frank O'Brien Papen Center, East Mesa, and Safe Haven (weekend rates only and after normal business hours):

Rental Area	FY 14/15	FY 15/16
Multi-Purpose Room	\$40.00/hr	\$40.00/hr
Class Room	\$30.00/hr	\$30.00/hr
Any additional room associated with Multi-Purpose Rental	\$20.00/hr	\$20.00/hr
Auditorium (Frank O'Brien Papen Community Center only)	\$60.00/hr	\$60.00/hr
Gym Rentals (Meerscheidt Rec Center only)	\$40.00/hr	\$40.00/hr

Frank O'Brien Papen (weekday operations only):

Rental Area	FY 14/15	FY 15/16
Multi-Purpose Room	\$25.00/hr	\$25.00/hr
Class Room	\$15.00/hr	\$15.00/hr
Any additional room associated with Multi-Purpose Rental	\$10.00/hr	\$10.00/hr
Auditorium (Frank O'Brien Papen Community Center only)	\$30.00/hr	\$30.00/hr
Workshops	\$1.00/day	\$1.00/day

East Mesa (weekday operations only):

Rental Area	FY 14/15	FY 15/16
Team Practice/Rental Card	\$50.00	\$50.00
Multi-Purpose Room Only	\$25.00/hr	\$25.00/hr

Meerscheidt Recreation Center (weekday operations only):

Rental Area	FY 14/15	FY 15/16
Class Care (ages 5-11 years)	\$1.00/per person	\$1.00/per person
Multi-Purpose Room Team Rental	\$10.00/hr	\$10.00/hr
Team Practice/Rental Card	\$50.00	\$50.00
Gymnasium – Half Court	\$10.00/hr	\$10.00/hr
Gymnasium – Full Court	\$20.00/hr	\$20.00/hr

City approved professional security guard services by the renter at a ratio of one guard for every 50 guests (licensed/bonded).

In an effort to reduce staff overtime costs, no rentals will be offered on City Holidays.

The primary focus for Meerscheidt Recreation Center will be sports related activities and programs; and Frank O'Brien Papen Center will be recreational programming, activities and private rentals.

IV. FUNDRAISING RENTALS

- A. Non-profit rentals that are free and open to the public, and City of Las Cruces Co-Sponsored events will not be assessed a fee.
- B. Non-profit / for profit fundraising exclusive use events of an entire park will be assessed a flat fee rate of \$1,250.
- C. Car shows with exclusive use of park lawn areas will be assessed a flat fee rate of \$500.
- D. All rentals requesting exclusive use of park areas will be assessed a fee of \$50 per four hours per section of the park requested. An additional \$50 fee will be assessed for electrical service and water service.

V. MERCHANDISE

Merchandise	Amount Requested	FY 14/15	FY 15/16
Program/Event T-Shirts			
Short Sleeve	Each	\$10.00	\$10.00
Long Sleeve T-Shirts	Each	\$15.00	\$15.00
Sweatshirts	Each	\$20.00	\$20.00
Swim Pant Fee/Youth	Each	\$1.00	\$1.00
Goggles	Each	\$10.00	\$10.00
Towels	Each	\$10.00	\$10.00
Swim Cap	Each	\$4.00	\$4.00
Reusable Water Bottle	Each	\$5.00	\$5.00

VI. PARK PERMIT FEE

Facility Requests	Number of Hours/Day Fee	FY 14/15	FY 15/16
Park area/section	4	\$50.00	\$50.00
Park area/section with Water and/or Electric (Daily Fee)	Daily Fee	\$50.00	\$50.00

VII. SPORTS LEAGUES (PER FIELD/COURT/GAME FEE)

Sport/Age Group	FY 14/15	FY 15/16
Recreational Youth Baseball/Softball/Soccer/Football (Local – 18 years and under)	\$0	\$0
Select Youth Baseball/Softball/Soccer/Football (Local - 18 years and under)	\$10.00	\$10.00
Adult Baseball/Softball	\$25.00	\$25.00
Adult Football/Soccer	\$20.00	\$20.00
Senior Softball/Baseball (Local)	\$0	\$0
Adult Tournaments (per 12 hours)		
4 Field Complex	\$600.00	\$600.00
3 Field Complex	\$450.00	\$450.00
Single fields	\$150.00	\$150.00
High Noon #6-16 (additional soccer fields at \$50 per day)	\$250.00	\$250.00
Burn Lake	\$300.00	\$300.00
Provencio Van Dame	\$300.00	\$300.00
Soldados	\$200.00	\$200.00
Apodaca Baseball	\$200.00	\$200.00
Youth Tournaments (per 12 hours)		
4 Field Complex	\$200.00	\$200.00
3 Field Complex	\$150.00	\$150.00
Single fields	\$50.00	\$50.00
High Noon #6-#16 (additional soccer fields at \$50 per day)	\$250.00	\$250.00
Burn Lake	\$150.00	\$150.00
Provencio Van Dame	\$150.00	\$150.00
Soldados	\$100.00	\$100.00
Apodaca Baseball	\$100.00	\$100.00
Tennis Court Fee (Youth)	\$1.00 per court/	\$1.00 per court/
Tennis Court Fee (Adult)	\$5.00 per court	\$5.00 per court
Adult Tennis Tournament Reservation (all courts)	\$50 per 4 hours	\$50 per 4 hours
Youth Tennis Tournament Reservation	\$25 per 4 hours	\$25 per 4 hours
Camping Fees:		
RV/Trailer	\$10.00 per night	\$10.00 per night
Tents	\$5.00 per night	\$5.00 per night

Sport/Age Group	FY 14/15	FY 15/16
Yearly Fee for League/Season		
BMX	\$1,000.00	\$1,000.00
Volleyball	\$250.00	\$250.00
Horseshoe Courts (Entire)	\$100.00	\$100.00
Horseshoe Courts (Single Court)	\$5.00/4 hr Max	\$5.00/4 hr Max
Skate Park	\$50.00/4 hr Max	\$50.00/4 hr Max

A nonrefundable deposit will be required for any sport/league/tournament reservation cancellation, a \$20 fee, per day, per complex, will be assessed.

VIII. DOWNTOWN AREA FEES

AREA	Duration	Fee	Duration	Fee
North Section MSD / free general public	4 hours	\$ 0	12 hours	\$ 0
North Section MSD / rental	4 hours	\$50	12 hours	\$150
Middle Section MSD / free general public	4 hours	\$ 0	12 hours	\$ 0
Middle Section MSD / rental	4 hours	\$50	12 hours	\$150
South Section MSD / free general public	4 hours	\$ 0	12 hours	\$ 0
South Section MSD / rental	4 hours	\$50	12 hours	\$150
Parking lot/space Concession	Month	\$50	Month	\$ 50
Parking lot reservation	4 hours	\$50	12 hours	\$150
La Placita/rental	4 hours	\$50	12 hours	\$150

IX. MOBILE/NON-MOBILE CONCESSION/VENDING FEES

Non-Mobile Concessions			Monthly Fee Without Service FY 14/15	Monthly Fee W/Service FY 15/16
Athletic Complexes			\$100.00 (elect)	\$100 (elect)

Mobile Concessions			Quarterly Fee Without Service FY 14/15	Quarterly Fee W/Service FY 15/16
Parks and Recreational Facility Parking Lots			\$300 (elect)	\$300 (elect)

Service is defined as the ability to access electricity. (Not all facilities have this capability).

(Fees and charges for FY 14/15 & 15/16)

"DRAFT"

**PARKS AND RECREATION ADVISORY BOARD MEETING
March 18, 2015**

1 The Parks and Recreation Advisory Board Meeting was held on March 18, 2015, at Old
2 City Hall Council Chambers, 200 N, Church, Las Cruces, NM.

3
4 **PARKS & RECREATION ADVISORY BOARD MEMBERS PRESENT:**

5 Mr. Ron Camunez, Board Chair
6 Mr. Eli Guzman, Board Vice-Chair
7 Ms. Andrianna Natsoulas
8 Mr. Mark O'Neill
9 Mrs. Fran Witt

10
11 **PARKS & RECREATION ADVISORY BOARD MEMBERS ABSENT:**

12 Ms. Elizabeth Brown
13 Ms. Dawn Rue

14
15 **OTHERS PRESENT:**

16 Ms. Hazel Nevarez, PRAB Recording Secretary
17 Mr. Tim Fulton, Parks Administrator
18 Ms. Sonya Delgado, Recreation Administrator
19 Logan Howard, West End Art Depot Barricade
20 Benjamin Leduc, West End Art Depot Barricade
21 SABA, West End Art Depot Barricade

22
23 The meeting was called to order at 6:01 p.m. by Chairman Camunez and he recognized
24 the meeting as having a legal quorum.

25
26 **I. Introductions**

27
28 Board Members introduced themselves and stated the district they represent.

29
30 **II. Conflict of Interest**

31
32 No conflict of interest.

33
34 **III. Approval of Minutes**

35
36 Ms. Witt recommended correction to page 2, line 24, spelling of word insurance.

37
38 Ms. Witt moved to approve minutes as amended, seconded by Mr. Guzman. The motion
39 carried unanimously.

40
41 **IV. Old Business**

1 A. Klein Park – Incident Report (Informational)

2
3 At Mr. Camunez' request after last Board meeting, Ms. Delgado requested a six month
4 activity report, criminal or otherwise, occurring at Klein Park from the Las Cruces Police
5 Department. Ms. Delgado reported that only two incidents were reported. Neither of
6 those incidents involved alcohol, drugs or really bad behavior; they were just two tickets.
7 Mr. Camunez added that the incidents were misdemeanor incidents.

8
9 Mr. Camunez also reported that members of Las Esperanza filed a report that luminarias
10 had been stolen after the Klein Festival on December 12, 2014 and that some of the
11 luminarias were recovered from neighborhood kids, who did not know they were off
12 limits. Mr. Camunez reported that Police admonished Las Esperanza that if they don't
13 want this to happen again, signs should be posted that luminarias are for use of the
14 holiday and are not to be taken without permission.

15
16 Based on community input on Klein Park at last meeting, Ms. Witt asked if there was a
17 way to limit input as far as time before the Board. Mr. O'Neill reported there is a limit on
18 how long a person can make a presentation to Board in Board policy. Ms. Delgado
19 reported that a person's limit coming before the Board is three minutes, but what we
20 didn't have was a timing mechanism which has now been purchased. Mr. Camunez also
21 reported as done in City Council meetings, to specify the words "up to" so many minutes
22 as it is Chair's prerogative to limit discussion. Mr. Camunez said he needs to make sure
23 that the person talks to the topic and they are concise and to the point as possible unless
24 they ask for a few minutes extra to the Chair before the meeting and at that point it is up
25 to Chair to grant the extension. He said we need to have something in writing as a
26 guideline but it also prerogative of the Chair to limit discussion. Mr. Camunez asked if
27 Board is in approval of continuing that standard and they all agreed. Mr. Camunez
28 advised he will make announcement as to time limit when it comes to public comment.

29
30 B. Parks & Recreation Department Fees & Charges/Facility Use Policy (Action)

31
32 Ms. Delgado reported that changes brought forward in January's Parks and Recreation
33 Advisory Board meeting have been made and staff also went to legal on items requested
34 by the Board. There were no questions from the Board.

35
36 Mr. O'Neill made a motion to approve the Parks and Recreation Fees and
37 Charges/Facilities Use Policy, seconded by Mr. Guzman. The motion carried
38 unanimously.

39
40 **V. New Business**

41
42 A. Pic Quik Sponsorship (Informational)

43
44 Ms. Delgado reported Pic Quik's sponsorship last year was \$5,000.00, this year it is
45 \$10,000.00 to also include Music in the Park. Parks and Recreation Department will
46 have a few more movies playing in the park, staff is currently looking over the list and

1 putting together that menu of movies. Pic Quik will be acknowledged at a City Council
2 meeting, date not set. Parks and Recreation Department will have banners at Movies at
3 the Park and Music in the Park.

4
5 Mr. Camunez asked if it would be appropriate for the Parks and Recreation Board to give
6 a plaque to Pic Quik. Ms. Delgado advised she will check on this. Mr. O'Neill suggested
7 to first find out if City Council is going to do something so the Board isn't repetitive in this.
8 Mr. Camunez replied that his dealings with Council and proclamations is normally a
9 paper certificate. Mr. Camunez expressed when an organization gives \$10,000.00 to a
10 department for the City, a piece of paper isn't as noteworthy as a nice plaque. Mr.
11 Camunez said after some definite answers, he will have Ms. Nevarez call Board to see
12 what their feeling on this is. Mr. Camunez received consensus from the Board to move
13 this forward.

14
15 B. Swim Team Contracts: LCAC and Wild West (Action)

16
17 Contracts for Las Cruces Aquatic Club and for Wild West Aquatic Club were provided to
18 the Board. Ms. Delgado reported that changes made on these contracts are:

- 19 • Lane fees went from \$3.25 a lane per hour to \$4.00 a lane per hour.
- 20 • A fee for swim lessons if the clubs taught swim lessons on their own has been
21 removed.
- 22 • Fee for swim meets went from \$150 to \$200 which is a flat rate.

23
24 Ms. Delgado reported that she and staff met with both clubs and both are in agreement
25 with changes, and also had legal review contract and are in agreement with contracts
26 before the Board.

27
28 Mr. Camunez asked if prices are competitive to other areas. Ms. Delgado reported the
29 other swimming pool used by these clubs is New Mexico State University and they have
30 a \$6.00 lane fee per hour per lane and their swim meet is \$115 per hour.

31
32 The Board had no other questions.

33
34 Ms. Witt moved that the Board accept the contract between the City of Las Cruces and
35 the Las Cruces Aquatic Club and the Wild West Aquatic Club as is and move forward.
36 Mr. Camunez asked for an amendment to include the second contract.

37
38 Ms. Witt moved and amended to include the contracts for both the Wild West Aquatic
39 Club and the Las Cruces Aquatic Club, between them and the City of Las Cruces,
40 seconded by Ms. Natsoulas. Motion carried unanimously.

41
42 C. Turtle Naming Contest (Action)

43
44 Ms. Delgado reported the naming contest gave us 300 names, submitted to website and
45 in boxes at Parks and Recreation facilities. Parks and Recreation staff reviewed names
46 and brought that number down to 15 which will now be given to the After School Program,

1 Juvenile Citation Program and the Weed and Seed Program children to come up with
2 three to five names for Board to recommend one name from those. Ms. Delgado asked
3 from the Board to be able to send those names to Board via e-mail and have Board send
4 back one name.

5
6 Mr. Camunez recommended that a t-shirt be made with the turtle emblem that says Parks
7 and Recreation Department for the winner of this contest. Ms. Delgado reported the
8 winner will receive a golden ticket that will allow him/her to get into any program the
9 Parks and Recreation Department has from Memorial Day to Labor Day at no charge.
10 Ms. Delgado reported the winner will be recognized at a City Council meeting along with
11 introducing the turtle to the community at the same city Council meeting.

12
13 Mr. Camunez also asked if the turtle is going to be a mascot form. Ms. Delgado reported
14 that a mascot costume has been created and should be here in the next few days.

15
16 Mr. O'Neill recommended that Board prioritize names of turtle by number of 1, 2, 3, 4 so
17 for sure a winner can be selected.

18
19 Mr. O'Neill moved that we allow staff continue with turtle naming process and present
20 final names to Board, seconded by Mr. Guzman. Motion carried unanimously.

21
22 D. Las Cruces Skate Park Improvements (Informational)

23
24 Mr. Fulton advised Board that present was a group of young businessmen who have a
25 new skate shop in town and have come up with a great idea to engage the community
26 on our skate park by doing a mural.

27
28 Mr. Logan Howard would like to work with the City in correcting the current problems
29 with the Skate Park to make it safer and to bring community awareness to the sport. Mr.
30 Logan owns his own skateboard shop and has researched information from El Paso,
31 who has a great quality Skate Park, including where funding for their Skate Park came
32 from. Funding sources involved grant writing through the Housing and Urban
33 Development and private developments. Mr. Logan said that as a group, they are willing
34 to work with the City in making the current Skate Park better for the economy and the
35 community by reaching out to these funding sources to fix the current problems and for
36 future programming.

37
38 Mr. Fulton, who has a background in grant writing, is willing to work with this group. First
39 in correcting the smaller issues at the Skate Park that staff can handle on a City level to
40 include filling in the cracks and maintenance. If the dollar amount is out of the means of
41 what the City can provide, he will work with this group in finding a funding source for the
42 Skate Park. Mr. Fulton will set up a walk through with this group to see what issues staff
43 can address at the Skate Park. Mr. Fulton will also set up a time for the Board to have
44 a walkthrough of the Skate Park as well.

45

1 A local artist by the name of Saba presented to the Board an idea of utilizing a wall for
2 a mural at the Skate Park to assist in eliminating graffiti at the Skate Park.

3
4 Mr. Camunez stated this group needs to form a corporation, get a set of bylaws, get a
5 legal standing, a 501-C, form a business plan of projection cost and so forth because
6 without this, City Council won't be able to listen to proposals given by this group. Board
7 recommends this group do further review and return with a more detailed action plan.

8
9 **VI. Public Comment**

10
11 No public comment.

12
13 **VII. Member Comments**

14
15 Ms. Natsoulas requested that the Parks & Recreation Advisory Board packets for the
16 Board meeting be ready the Monday preceding the meeting.

17
18 Ms. Witt asked about the Archery Field & Remote Air Craft field that is going to be put
19 out in Sonoma Ranch. Mr. Fulton reported that this is in the preliminary stages of
20 planning and his expectations is that both of these facilities be in use by late summer,
21 early fall.

22
23 **VIII. Adjournment**

24
25 Meeting adjourned at 7:12 p.m.

26
27
28
29
30 _____
Hazel Nevarez, Recording Secretary

_____ Ron Camunez, Chair P&R Board

Attachment "B"

"DRAFT ONLY"
CITY OF LAS CRUCES
PARKS AND RECREATION DEPARTMENT
2014/2015 2015/2016 FEES & CHARGES/FACILITY USE POLICY

INTRODUCTION

The City of Las Cruces Parks and Recreation Department has the responsibility to establish policy for recovering costs for using the City's parks, recreation facilities and taking part in various recreation programs. This policy is meant to be a guide to Administration, the Parks and Recreation Advisory Board, and the City Council, in developing a fair and consistent fee schedule.

AUTHORITY

The authority to establish appropriate fees and facility use on an annual basis rests with the City Council. The Parks and Recreation Advisory Board shall act in an advisory capacity to the Parks and Recreation Department and to the City Council in the establishment of the policy.

FACILITATION

The Parks and Recreation Section shall develop fees and recommend appropriate uses of parks facilities and participation in recreation programs. The fee will be reviewed annually by staff, the Parks and Recreation Advisory Board, and ultimately approved by the City Council with the adoption of each annual budget.

PURPOSE OF POLICY

The policy is intended to establish a standardized approach to assessing fees for the use of City facilities, parks and participation in recreation programs; for determining which users or groups should pay at what percentage; to keep all fees at a fair market level in order to encourage participation; to strive for a degree of cost recovery; and to lessen the burden on the City and the General Fund.

USER FEES

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

CATEGORIES OF COST RECOVERY

1. **MINIMAL COST RECOVERY** – Small percentage of direct program costs. Normally 0-20 percent of direct cost:
Program Examples:
 - Therapeutic Art
 - Summer Recreation
 - Therapeutic Dances
 - Safe Haven/Weed and Seed

2. **PARTIAL COST RECOVERY**
Recreation programs will strive to recover 85 percent of direct program cost.
Program Examples:
 - Teen Programming
 - Youth Classes
 - Youth Athletics

NOTE: Addressed in Resolution No. 93-264

3. **FULL COST RECOVERY:**
Recreation programs will strive to recover 100 percent of direct program costs.
Program Examples:
 - Adult Recreation
 - Adult Classes
 - Adult Athletics

NOTE: Addressed in Resolution No. 93-264

4. **SPECIAL RECREATION PROGRAM COST RECOVERY:**
Recovery of 100 percent of direct program costs associated with the Special Parks and Recreation Programs Fund. Fund will be utilized for introduction of new programs, classes and special events.

TARGETED COST RECOVERY

Targeted cost recovery for recreation programs is 85-100 percent of direct costs, 33 percent for Aquatics, 85 percent for Youth (not to go below 75 percent), and 100 percent recovery for adult programs and special recreation programs.

DEFINITIONS DIRECT COST

Costs directly associated with providing activities and/or services required for program functionality. Examples: cost for instructor/leader, supplies, materials, building rental, advertising, etc.

FACILITIES

Existing City Parks and Recreation Facilities including recreation centers, tennis and other playing courts, sports fields, swimming pools, and parks. Examples are, but not limited to, the following:

- Meerscheidt Recreation Center
- East Mesa Recreation Center
- Volleyball Court
- Soccer Complexes
- Maag Complex
- Regional Aquatic Center (RAC)
- Triviz Multi-Purpose Path
- La Llorona Park
- Veterans Memorial Park
- Apodaca Softball/Baseball Fields
- Ron Galla T-Ball Fields
- Frank O'Brien Papen Community Center
- Tennis Courts
- Public Pools
- Harty Complex
- Paz Complex
- Lions Park
- Young Park
- Four Hills Park
- Pioneer Women's Park
- Safe Haven/Weed and Seed

PROGRAMMING HOURS OF OPERATION

In order to provide the most efficient and effective use of Parks and Recreation staff, facilities, and programs, the City of Las Cruces Parks and Recreation Department reserves the authority to change facility hours of operation in accordance with recreation programming. At designated facilities, City of Las Cruces Parks and Recreation staff will be on site only during scheduled recreation programming hours. Any change in programming hours of operation at a designated facility will be posted in advance. Facility hours may be further adjusted based on staffing levels, budget constraints and/or public demands.

SPONSORSHIP OF GROUPS

Groups that meet all criteria as set forth by the Parks and Recreation Advisory Board may be co-sponsored and/or supplementary funded by the City of Las Cruces: (Group sponsorship subject to change).

REFUND POLICY

The Parks and Recreation Department will refund fees for the following only:

1. Department cancellation of activity due to low registration.
2. Department cancellation of activity due to inclement weather.
3. Department cancellation of activity due to mechanical malfunctions.
4. Inability of class or league to proceed with activity.
5. A 25 percent service charge assessed prior to the second game or class with no refund to be granted after the second class or game.
6. In cases of emergency, i.e., death or illness, the deposit of the rental fee paid in advance to secure the rental will be refunded. A 25 percent service charge will be assessed to all cancellations other than emergencies of rentals of facilities and parks.

RETURNED CHECK POLICY

There will be a \$30.00 service charge on all returned checks as per the City's Finance Department.

Commented [WU1]: Need to verify amount.

PAYMENT PLAN

The Parks and Recreation Department is offering a payment plan to individuals who are unable to pay the full program amount at time of registration. Each individual will be reviewed on a case-by-case basis and a suitable payment plan must be agreed upon by both the individual and the City of Las Cruces. Scholarships may be available through the generous donations of citizens of Las Cruces in accordance with scholarship policy.

Installment/Payment Plan – The department will offer an installment payment plan in order to help accommodate participants and insure that all citizens have access to programs. Installment/Payment Plan must be approved by a Recreation Program Manager. Payment(s) arrangements must be made prior to participation in any program. Plans may include monthly/quarterly payment plans. The department may request proof of inability to pay or financial hardship, and may deny installment payment plan requests. If payment is not received, prior to service delivery, then services may be terminated immediately.

TRANSFER POLICY

City Parks and Recreation Program transfers are permitted on a space available basis.

AGE CATEGORIES FOR RECREATION PROGRAMS

- Infant 0-2 years of age
- Child 3-12 years of age
- Youth 13-19 years of age
- Adult 20-59 years of age
- Senior 60 and over

SENIORS

The Parks and Recreation Department defines a senior as any individual who is 60 years of age and over. The senior population will be given a 50% discount off of all fees required to participate in our programs with an ID card. Discount does not apply to league participation. The card will contain a photo, I.D. number, birth month and year, and issue-expiration dates. The initial card will be free of charge. All lost, stolen, or replacement cards will be charged a \$5 fee per card. If the individual does not present the ID card as proof, then all applicable fees for the program will apply without exception. All ID cards will be issued at a designated Recreational Facility free of charge.

RECREATION FACILITY AGE LIMITS

Parks and Recreation Department 4
 2044/2045 2015/2016 Fees and Charges /
 Facility Use Policy

It is recommended that all children under the age of 18 be under the direct supervision of an adult 18 or older, however the Parks and Recreation Section Department shall use the information below as a guide for regular open hours at all facilities (pool rules differ):

1. Ages 1-7. Allowed admittance to the facilities (recreation/community) centers under direct supervision of an adult 18 or older, but never allowed in the weight room or group fitness classes. This age group must be accompanied by an adult at all times.
2. Ages 8-11. Must be accompanied by an adult 18 or older in the facilities. This age group is not allowed in the weight room or group fitness classes. Allowed use of the racquetball courts with an adult 18 or older.
3. Ages 12-14. This age group will be allowed access to most areas of the facilities without an adult, except for the weight room (14 and older will be allowed in the weight room with supervision of an adult; some group fitness classes, but not spinning). They will also be allowed use of the racquetball courts without an adult.
4. Ages 15-17. This age group may participate in all group fitness classes. and They will be permitted in the weight room (parent/legal guardian must sign a waiver) only under the direct supervision of an adult 18 or older.
5. Ages 18 and over. This age group will be allowed full access to facilities.
6. In swimming pool facilities children ages 8 and under must be accompanied by an adult in the water unless child has passed a designated swim test.

FAMILY DEFINITIONS

Husband, wife and children, including natural, adopted, foster and step-children, living within the same household, also, persons who are not married, including children, who are living in the same household.

ORGANIZATION AQUATIC FEE

1. The Organization or Agency must be non-profit and show financial need:
 - a. Verification of non-profit and low income status (prior year's tax filing)
 - b. Letter of Incorporation from State of New Mexico
2. The Organization or Agency must be located within Dona Ana County.
3. Member or clients of the Organization or Agency must reside within the same building.
4. Submit a letter to the Parks and Recreation Director or designee with above documentation requesting discounted punch card or swimming pool pass.

5. Approved non-profit agencies will receive a 50 percent discount on the appropriate 30 punch card rate. For Profit agencies will be charged current rates. For Profit/Non-Profit agencies will adhere to the following:
 - a. 1-10 clients – at least one supervisor required and actively supervising in water.
 - b. 11-20 clients – at least 2 supervisors required with one actively supervising in water.
 - c. 21-30 clients – at least 1 supervisor to 10 clients required.
6. ~~Organizations wishing to utilize the discounted punch card must make arrangements to attend mandatory swimming pool training and schedule pool time with Aquatic staff (available during June and July at outdoor pools only).~~

RESTORATIVE/MEDICAL POOL PROGRAM

The City of Las Cruces Parks and Recreation Department is offering use of the aquatic features and Warm Water Pool at the Las Cruces Regional Aquatic Center at a reduced fee for qualifying individuals and their care-provider(s). Individuals with medical conditions that would benefit from water exercise to enhance, restore, and maintain a person's functional abilities may qualify. Conditions can be acute, transient, or chronic. Individuals and their care-provider(s) will be charged an admission fee of \$1.00 per person to use the Aquatic Center's amenities for one hour during any open swim session. Individuals participating in this program must be accompanied by their care-provider(s).

Both the participant and care-provider(s) must pay for each session of use at the facility. A doctor's note validating the need for the use of the facility must be provided at the time of registration.

FREE SWIM

City staff has the authority to offer free swim session admission on a weekly basis for everyone (not to exceed capacity based on New Mexico Environment Department Public Swimming Pool Regulations).

SCHOOL DISTRICT YEAR-END PARTIES

Schools may schedule Frenger Pool or the Las Cruces Regional Aquatic Facility for end-of-the-year school parties, not to exceed two hours and a minimum of 50 students as availability allows (not to exceed capacity based on New Mexico Environment Department Public Swimming Pool Regulations). Adults/Students who plan to swim will pay the daily rate.

FACILITY USE/RENTALS (RECREATION CENTERS)

Facilities refer to East Mesa, Frank O'Brien Papen Center, Life Center, Meerscheidt Center, Safe Haven/Weed and Seed and Regional Aquatic Center. In consideration of the payment

of the rental fee and the agreement with the Renter to comply with the Contract, the City of Las Cruces agrees to make space indicated available to the Renter for the dates and times set forth, and make available the equipment requested. By signing the Contract, the Renter agrees to the following:

I. Payment

A. Reservations:

- Facility reservations are taken on a first-come, first-served basis by phone or in person. Reservations must be made two weeks prior to the event.
- ~~Reservations for group sports~~ Group sports in the gymnasium reservations are taken on a first-come, first-served basis by phone or in person.
- Deadline for arrangements and payment is 5:00 PM ten business days prior to the date of usage. Otherwise, the reservation will be terminated.

B. The Renter is responsible for loss or damage to CLC property. If, after inspection, room/facility is not left in a satisfactory condition, clean-up/damage fees will be assessed.

C. Rental Fee: To secure reservation, one hundred percent (100%) of the rental fee is due at the time of the completion of this Contract.

D. Request for Changes: Any requests for changes to this Contract must be agreed upon in writing between the Renter and the City of Las Cruces staff. Requests must be completed no later than two (2) weeks prior to event or by mutual agreement.

E. Cancellation/Refund: If reservation is cancelled by Renter the City of Las Cruces will retain a 25% cancellation fee. The exceptions to this are injury, illness or in case of emergency or extenuating circumstances.

II. Set-Up, Supervision, Caterers, Decorations, Equipment, Clean-Up and Closing of Facility

A. Set-Up: Access to the facility for setting up including caterers set-up, will be during the hours on the face of the Contract ONLY.

The City of Las Cruces provides certain items for use to Renter and/or Caterer such as tables, chairs, and equipment within the facility(s). We do not provide linens, silver, or tableware. The City of Las Cruces staff's sole responsibility is to supervise the facility, the equipment and supply the above listed rental items for space being rented, along with trash cans and liners. The City of Las Cruces will not be responsible for moving, set-up and break-down including stacking of tables, chairs, and other equipment used during the event.

B. Supervision: Any individual at this event under the age of 18 must be supervised at all times. Any area of the facility that is not under Contract is off limits. Only activities conducive to the facility will be allowed. If required, security services must be present

for the duration of the event. Parking is permitted at the facility. Please obey all posted signs.

- C. Caterers: Caterers must have proper licenses and liability insurance coverage. The City of Las Cruces requires that a copy of the Caterer's Certificate of Insurance be made available when final payment is received for catered event.
- D. Decorations: The renter shall not (a) cause or permit the facility to be injured, marred, or in any manner defaced or changed; (b) place any nails, tacks, screws or other fasteners into any part of the facility; (c) place or permit to be placed, signs on painted walls in any part of the facility. No decorations such as posters, pictures or banners are to be fastened to walls, woodwork or curtains inside or out.
- E. Equipment: All equipment not owned by the City of Las Cruces and being used by Renter/Caterer must be removed at the conclusion of the event. The City of Las Cruces is not responsible for any lost, stolen or damaged property.
- F. Clean-Up: At the conclusion of any event the facility must be returned to its pre-event condition. All City of Las Cruces equipment must be returned to the original designated areas. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facility(s) AND NO LATER THAN THE EXIT TIME STATED ON THE FACE OF THIS CONTRACT. Any catering areas used must be cleaned and left in "as found or better" condition. All trash must be removed from the building and placed in an appropriate dumpster. All floors must be swept and/or vacuumed after use of space. Renter will give floors a light mop where needed. Renter must immediately take care of any major spills. If renter is unable to remove spills, the City of Las Cruces will have area(s) professionally cleaned at the renter's expense.

III. Alcohol, Drugs and Tobacco

- A. Alcohol: No alcohol or liquor is allowed on City property without prior City Council approval.
- B. Drugs: No illegal drugs are allowed on City property.
- C. Smoking: No smoking is permitted inside any facility. Any person smoking must be at least 50 feet away from any facility entrance.
- D. ANY VIOLATION OF THESE RULES MAY CAUSE THE EVENT TO BE TERMINATED.

IV. Destruction and Damage

- A. Damage: If anyone damages the facility(s) during the rental period, the Renter shall be liable for all necessary repairs.

- B. Destruction: If the City of Las Cruces facility(s) are destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the Agreement impossible, then the rental contract shall terminate and payments will be returned and Renter waives all rights to any claims against the City of Las Cruces.

V. Facility Use

- A. Compliance: Renter agrees that any use of City of Las Cruces facility(s) must comply with all statutes, ordinances, rules and regulations issued by Federal, State and Municipal governments, including all rules of the Las Cruces Police and Fire Departments. When requested, the Renter shall provide Liability insurance naming the City of Las Cruces, its employees and agents as additionally insured with the limits of \$1,000,000. If the City is to be named as additional insured, the insurance company must issue an endorsement stating that the City of Las Cruces is additional insured.
- B. License & Payments: Renter agrees to obtain or collect and to pay and deliver to the proper governmental agency or regulating authority, any and all license fees, permits, royalties and taxes required in connection with the use of the facility(s).
- C. Hazardous Materials: Renter agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, cause bodily injury to any person or property or which is likely to constitute a hazard.

VI. Responsibility and Indemnity

- A. Conduct: The conduct of all event participants while on City of Las Cruces property shall be the responsibility of the Renter. The Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property on City of Las Cruces premises during the rental period or resulting therefrom. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. The City of Las Cruces retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.
- B. Indemnity: The Renter shall release, indemnify, keep and save harmless the City of Las Cruces, its agents, officers or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the event for which the premises have been lease, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use of the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

VII. Security

- A. **Building Security:** Different uses of the facility(s) may entail different requirements concerning security. The City of Las Cruces is not responsible for any items left in the facility(s). The Renter will take the necessary precautions to protect personal property and to maintain order during event. ONE PROFESSIONAL SECURITY GUARD PER FIFTY (50) PARTICIPANTS MAY BE REQUIRED. Receipted confirmation of professional security services obtained must be presented at time of final payment.

CONTRACTS TO CONDUCT CITY PROGRAMMING

If the City contracts with any organization to conduct a city-sponsored program, it is the City's responsibility to ensure such activities are carried out by the contractor in compliance with the requirements of the Americans with Disability Act. The following language shall be included in all such contracts entered into by the City.

The Contractor shall 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 not limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing or cognitive disabilities, integrated seating, and the provision of reasonable modifications and/or accommodations and to maintain, and provide to the City upon request, a recorded of all such requests received, granted and/or denied and the reason for any denials.

PERMITTING PROCEDURE

1. Requests for exclusive use of a City-owned park/recreation facility or portion thereof by any individual, group or organization must be submitted in writing to the Department, and require a minimum of ten days submittal, in advance of the requested date and shall contain the reason for the request.
2. Requests for use of City-owned parking lots adjacent to City-owned parks and recreation facilities must be submitted in writing to the Departments a minimum of ten working days in advance of the requested date and shall contain the reason for the request.
3. Requests for use of the City-owned parking lots surrounding Main Street Downtown (Main Street from Picacho Street to Lohman Avenue) must be submitted in writing to ~~the Parks and Recreation Department~~ Community Development - Downtown Coordinator a minimum of ten working days in advance of the requested date and shall contain the reason for the request. Uses that compete with established businesses or the Farmers and Crafts Market are prohibited. Because of the proximity to businesses on Main Street Downtown, use of these parking areas shall only be permitted from 7:00 p.m. to 10:00 p.m., Monday through Saturday, or from 9:00 a.m. to 10:00 p.m., Sundays.
4. 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, with the following considerations:

- a. Permit requests for all parks, pavilions, gazebos and shelters will be rented for an established fee and time period.
- b. The proposed use will not unreasonably interfere with general public enjoyment of a facility.
- c. The proposed activity is not anticipated to incite violence, crime or disorderly conduct.
- d. The proposed activity will not entail unusual expense (overtime scheduling) or risk to the City.
- e. The facility or portion thereof requested has not previously been reserved.
- f. The facility requested is suitable for the activity proposed.
- g. The proposed activity will not interfere with the promotion of public health, welfare and safety of the citizens of Las Cruces.
- h. All appropriate paperwork has been completed in full and accepted by the Departments.
- i. The individual, group or organization insures the permitted facility will be left in a clean and acceptable condition.

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~~, sexual orientation, gender identity, religion, age or disability in employment or the provision of services. Facility users will ensure that all programs, services and activities are accessible to an useable by persons with disabilities in accordance with the Americans with Disabilities Act, including but not 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 blank bank of standard units).

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 to cover such use of the facilities, with the City of Las Cruces named as an additional insured on the policy, if staff determines that such insurance is necessary. If the City is to be named as additional insured, then the insurance company must issue an endorsement stating that the City of Las Cruces is additional insured. This proof of insurance

will be forwarded to the Parks and Recreation Department no later than 30 working days prior to the scheduled event for annual routine requests or no later than ten working days prior to the scheduled event. The amount of this insurance shall coincide with the limitations of the *New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1- et seq.*

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 Departments no later than December 30 for the following year and must contain the reason for the request.

1. The following information/documentation must be submitted along with the request for facilities:
 - a. On an annual basis 30 days prior to a special event, submit a detailed financial statement covering funds received and expended for the event or league operations to include local, state, regional or national tournaments for previous year special event or program. The City of Las Cruces may also require an audit at the organization's expense in cases where the City of Las Cruces provides funding or direct support.
 - b. On an annual basis 30 days prior to a special event, submit proof of insurance for upcoming special event, season or operations, or within ten days prior to the special event.
 - c. On an annual basis 30 days prior to a special event, submit proof of non-profit corporation status with the State of New Mexico Corporation Commission.
 - d. On an annual basis 30 days prior to a special event, submit prior year copy of Form 990 tax-exempt report filed with the Internal Revenue Service.
2. It shall be the responsibility of the individual, group, or organization to insure the permitted facility is left in a clean and acceptable condition.
3. Use of athletic facilities for scrimmages will be controlled and coordinated by league officials with approval of the Parks and Recreation Department.
4. It shall be the responsibility of the individual, group, or organization to follow up with the Parks and Recreation Department personnel five seven to ten (7-10) days prior to the event to secure needed equipment and ensure all services approved will be properly coordinated.
5. The Parks and Recreation Department shall reserve the right to reschedule, cancel, or postpone league games, tournaments, and/or parks special events due to inclement weather, or unforeseen City related events.
6. Leagues/Associations will provide program registration at a non-City facility(s) and conduct all business away from Parks and Recreation facilities.

FISHING

Fishing will be allowed at Burn Lake during normal park operating hours (5:00 a.m. to 11:00 p.m.) under the New Mexico Game and Fish Department Regulations. Fishing will be allowed at Young Park Pond in accordance with New Mexico Game and Fish regulations.

SWIMMING

Swimming is allowed at Laabs Pool, East Mesa Bataan Memorial Pool, Regional Aquatic Center and Frenger Pool. No swimming is allowed in the Young Park Pond.

CARNIVALS AND AMUSEMENTS

Requests for conducting Circuses, Carnivals/Amusement Parks and similar businesses must be submitted to the Community Development Department's Permitting 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.

ROLLER SKATING, ROLLERBLADING AND SKATEBOARDING

The City of Las Cruces may designate and restrict areas and facilities for these purposes.

GOLFING

No hitting of golf balls allowed on any City or park facility as per *LCMC, Part II, Chapter CD 20-5, Section 20-36*, with the exception of City golf programming.

MOBILE CONCESSIONS/VENDING

Any individual, group, business entity or organization engaged in the sale of food, beverage, or any other merchandise at a public park or public space within the City limits must obtain a permit from the Parks and Recreation Department. Applicant is responsible and required to meet all applicable city, state and health department laws and regulations, including acquiring all necessary permits for food and beverage preparation. All such permits must be provided to the City prior for the issuance of a permit from the Parks and Recreation Department.

I. REQUIREMENTS:

The Parks & Recreation Department reserves the right to permit if vendors are able to provide the following:

1. **BUSINESS LICENSE:** Provide a copy of the required Business license and Registration permit from the City of Las Cruces Business Registration Office.

2. **FOOD SERVICE PERMIT:** Provide a copy of the required permit(s) from the State of New Mexico Health Department.
3. **LIABILITY INSURANCE WITH ENDORSMENT:** Applicant is required to provide the City a copy of proof of liability insurance coverage in the minimum amount of one million dollars (\$1,000,000) per occurrence, naming the City of Las Cruces as an additional insured.

→ Spacing

4. **FEES:** Vendor agrees to pay the City of Las Cruces \$50 monthly fee. Limited electrical service will be available for \$100 per month on a first come first serve basis. Permits will **ONLY** be issued on a quarterly basis or fraction thereof. Payment shall be made to the City of Las Cruces in full in order to receive a permit for each quarter.

The City of Las Cruces recognizes that some youth leagues/organizations utilize concession space to help off-set program costs. In this instance, insurance is required as well as financial records. All concession/vendors, to include mobile vendors, must be in good standing at all times. Good standing will be defined as no complaints, regular payment of required fees, and all appropriate documentation on file. The Parks and Recreation Department staff has the right to deny concession/vending permits based on non-compliance. The City may develop a request for proposal to operate all City concession stands on park property.

SPECIAL USE PERMITS (TO INCLUDE, BUT NOT LIMITED TO, MODEL AIRPLANES/MODEL ROCKETS/METAL DETECTING), AND REMOTE CONTROL CARS

Model Airplanes/rockets, metal detecting, and remote control cars are recognized as legitimate recreation activities when they are conducted in ways that do not damage the natural and cultural resources of City of Las Cruces park facilities.

A Facility Use Permit is required to use any city park for these activities. Use of metal detectors is limited to park areas only and not in ball field areas. To obtain a Facility use Permit visit the Parks and Recreation Administrative Office at 1501 E. Hadley.

INFLATABLE/PORTABLE PLAY EQUIPMENT

The City of Las Cruces allows inflatable play equipment at designated sites ~~in certain parks~~ in Young Park, Pioneer Park, Veterans Park and Klein Park. ~~Some parks do not allow inflatable play equipment at all.~~ Any business that operates/leases party and or event equipment, i.e. jumping balloons, dunk tanks, sporting equipment, etc., in a City park/facility is required to provide proof of general liability insurance in the amount of one million dollars ~~(\$1,000,000~~ \$3,000,000) per occurrence, with the City of Las Cruces named as an additional insured.

The amount of the insurance shall coincide with the limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1. This proof of insurance must be forwarded to the Parks and Recreation Department for record keeping. Uninsured businesses may be held personally responsible for injury or damages caused by any uninsured or unauthorized inflatable or portable play equipment.

VEHICLES AND DRIVING IN CITY PARKS

Driving or parking vehicles on the grass or landscaping located in a City park or on City property is prohibited except during events for which a permit has been granted. Driving on park property results in damage to both turf and irrigation sprinkler systems and can result in costly repairs. Items should be hand carried from the street or parking lot to the interior of a park. This is also true for local businesses that offer tents or other large items for party rentals or other activities. In addition, no parking is allowed on the grass surrounding soccer fields and softball/baseball fields. This section does not apply to City vehicles, emergency vehicles or public utility service vehicles.

WELLNESS PROGRAM

The City of Las Cruces has expanded the current workplace Wellness Program by recognizing the value of improving the health and well-being of its employees. The program *is designed to improve employee morale, loyalty, and productivity. Employees have been provided access to physical fitness classes, the weight room and cardio rooms, nutrition classes, diabetes checks, health fairs, and golf opportunities through a partnership with New Mexico State University.* Staff will continue to seek ways to increase the benefits for City of Las Cruces employees and their family members.

COMMUNITY GARDENING

The City of Las Cruces offers local citizens use of public property for community gardening activities. Gardeners are encouraged to plant vegetables and other annual plants. All gardening participants must be registered. The application deadline for gardeners will be February 28 of each year. Registration is accepted at the Parks and Recreation Department, 1501 E. Hadley. Garden plots will be rented on a first-come, first-served basis and for an established fee and time period. Garden sites are:

- Jardin de Esperanza – 341 E. Picacho
- Gomez Community Garden – 2250 S. Espina
- Munson Community Garden – 975 S. Mesquite
- Sage Community Garden – 6121 Reynolds Dr.

WALK OF HONOR BRICK PAVERS

The City of Las Cruces offers the opportunity to purchase personalized quarry tile brick pavers to be used in the construction of a walk of honor for veterans within the City's Veterans Memorial Park on Roadrunner Parkway. Bricks may be purchased at the Parks

- a. Calling to the public attention an article or service for sale or hire.
 - b. Posting or erecting any sign on City-owned property unless authorized by the City Sign Code.
 - c. Collection of money by an individual, group, or organization from the public for services and/or merchandise where all or some of such monies will be disbursed to an entity, individual, group or organization, will only be authorized by permit. Applicable park rental fees may apply.
2. a. The Parks and Recreation Department has created advertising opportunities that will develop partnerships with our local business community to increase the visibility of their respective businesses and to ensure the sustainability of offering quality/affordable programs to the citizens of Las Cruces. The manner in which these advertisements will be offered will be a personalized banner to be displayed at designated athletic facilities. Fees will be established as per City Council approval.

EXCEPTIONS

There may be requests that are exceptions to this policy. These requests will be reviewed on a case-by-case basis and may require Parks and Recreation Advisory Board, City Manager, or City Council approval.

CITY FEE WAIVER POLICIES (as established by City Council)

1. City Fee Waiver Policy.
2. Park Facility Fee Waiver for Military Services at Veterans Memorial Park.
3. Official City Sponsored or co-sponsored events as approved by City Council.

**CITY OF LAS CRUCES
PARKS AND RECREATION PROGRAMS AND FACILITIES
~~2014/2015~~ 2015/2016 FEES & CHARGES/FACILITY USE SCHEDULE**

I. GENERAL RECREATION PROGRAMS

General Instructions:

Program	Session	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Fitness/Circuit Training	1 class	\$2.00	\$2.00
Fitness Punch Card	30 visits	\$48.00	\$48.00
Pickleball Card	30 visits		\$48.00
Pickleball Card (Senior 60+)	30 visits		\$30.00
Gymnastics – Parent/Tot	8 classes	\$30.00	\$30.00
Gymnastics – Beginning	8 classes	\$30.00	\$30.00
Gymnastics – Intermediate	8 classes	\$30.00	\$30.00
Children’s Dance Classes (Monthly)	4 classes	\$30.00	\$30.00
Adult Dance	8 classes	\$35.00	\$35.00
Cheer/Dance	8 classes	\$30.00	\$30.00
Racquetball/Pickleball	1 hour/court	\$2.00	\$4.00
Racquetball/Pickleball Racquet Rental	1 racquet	\$1.00	\$1.00
Teen Dance	1 admission	\$3.00	\$3.00
Water Fitness Class	1 class	\$2.00	\$2.00
Water Fitness Class Punch Card	30 visits	\$48.00	\$48.00
Sticks for Kids – Youth	4 weeks/8 sessions	\$30.00	\$30.00
Weight Room – Meerscheidt	Daily Fee	\$1.00	\$1.00
Weight Room – Regional Aquatic Center	Daily Fee	\$2.00	\$2.00
Weight Room Punch Card – Meerscheidt	24 visits	\$20.00	\$20.00
Weight Room – Regional Aquatic Center	30 visits		\$48.00
Therapeutic Program Dance	1 admission	\$2.00	\$2.00
Fitness Classes/Lap Swim	1 hour	\$2.00	\$2.00
Shower Fee	1 each	\$1.00	\$1.00
Activity ID Card	ALL	n/a	\$5.00
Towel Fee	1 each	\$1.00	\$1.00
Summer Recreation Program (includes field trip fees)	AM-Session Half Day Site	\$90.00	\$100.00
	PM-Session-Full Day Site	\$90.00	\$150.00
	AM-Session Half Day	\$45.00	\$45.00
	PM-Session Full Day	\$45.00	\$50.00
			\$45.00
			\$100.00
Preschool Class	8 classes	\$45.00	\$45.00

Commented [WU2]: Why take out Preschool class?

Locker Rental	Daily	\$.50	\$.50
Locker Rental	Weekly	\$2.50	\$2.50
Locker Rental	Monthly	\$10.00	\$10.00

Program	Session	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Locker Rental	Yearly	\$120.00	\$120.00
Locker Deposit (long-term use)*		\$20.00	\$20.00

*Long term use is defined and applied to "yearly lockers".

Program	Session	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Lunch Bucket Basketball	Daily Fee	\$2.00	\$1.50
¹ After School Program (180 school days X 4)	Semester (2)	\$360.00	\$360.00
Copy Fee	Per copy	\$.50	\$.50
Indoor Cycling	1 class	\$2.00	\$2.00
Special Programs/New Opportunities*			

² Late registration midway through program will be accepted based on availability; a fee of \$4.00 per day (for each day remaining in program) will be assessed.

*Staff will pursue additional program opportunities throughout the year and set fees based on Council's direction concerning rates of recovery.

Therapeutic Recreation Programming – Private Entities

A programming fee will be charged for Therapeutic Recreation Program administered activities held at any private entity not including the building previously known as the "Life Center/Angel Care" (outside of a City building). The Therapeutic Recreation programming fee will be a minimum of 25 cents per participant/care provider per activity. This fee may vary based on the activity, allowing for a wide-range of diversity in venues and opportunities for program participants. The Therapeutic Recreation Program will work with care providing agencies, care providers and participant families to set activity programming fees for more costly and expansive activities. This programming fee will provide a minimal cost recovery and help off-set direct expenses incurred for the facilitation and delivery of such activities.

Sports League Program:

Program	Session	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Adult Basketball*			

Winter League	11 games	\$465.00	\$465.00
Summer League	9 games	\$435.00	\$435.00
Camp Daily Drop-in Fee		N/A	\$15.00
Activity Camps	Per person	\$60.00	\$60.00
Racquetball League	12 games	\$12.00	\$12.00
Flag Football Tournament- Adult	6 games/team	\$200.00	\$200.00
Flag Football Tournament-Youth	6 games/team	\$150.00	\$150.00

Program	Session	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
3-on-3 Basketball	Per person	\$20.00	\$20.00
Basketball Coaches Certif.	1 year	\$30.00	\$30.00
Officiating Clinic	1 year	\$30.00	\$30.00
Youth Sports Leagues (City)-New Youth Sports Leagues (City)-returning w/shirt	8 games	\$35.00/chld	\$40.00/chld \$30.00/chld
Sports Tournament – Adult		\$200.00	\$200.00
Sports Tournament – Youth		\$150.00	\$150.00
Non-Traditional Sports Tournaments – Adult		\$200.00	\$75-\$200.00
Non-Traditional Sports Tournaments - Youth		\$150.00	\$50-\$150.00

* Adult Leagues run at 100 percent recovery of direct cost.

**Youth Leagues run at 85 percent recovery of direct cost.

The Parks and Recreation Section Department will have the authority to research and pursue new and innovative revenue sources by utilizing new and creative programming or single event activities for all ages and abilities.

Special Events:

Program	Session	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Youth Running Events/Late Fee	1 race	\$15.00/\$25.00	\$15.00/\$25.00
Adult Running Events/Late Fee	1 race	\$20.00/\$25.00	\$20.00/\$25.00
Running Event Series	3 5K races	\$30.00	\$30.00
Duathlon/Duathlon Late Fee	1 race	\$30.00/\$35.00	\$30.00/\$35.00

II. **SWIMMING** (In the event of pool closures and capacity, open recreation and swim time will be split into two equal sessions. All swimming pools will have split sessions during summer months (Memorial Weekend thru Labor Day).

Community Education Classes:

Commented [WU3]: Where?

Program	Session	FY 12/13 FY 14/15	FY 13/14* & 14/15 FY 15/16
First Aid	4 hrs.	\$50.00	\$50.00
CPR-PR		\$70.00	\$70.00
Recertification (CPR-PR or First Aid)	One time	\$45.00	\$45.00
Recertification (Lifeguard Skills)	One time	\$85.00	\$85.00
Home Swimming Pool/Spa Water Safety	1.5 hours	\$25.00	\$25.00
Open Water Safety	1.5 hours	\$25.00	\$25.00
Home Swimming/Water Safety/Open Water	3 hours	\$45.00	\$45.00
?? Swim Steps (8 & Under Swim Test Preparation)	1 Session	\$1.00	\$1.00

- Fees subject to current Red Cross pricing

Daily Fees (Frenger/East Mesa/Laabs):

	Age Group	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Infant	0-2 years	Free	Free
Youth	3-19 years	\$2.00	\$2.00
Adult	20-59 years	\$4.00	\$4.00 \$2.00
Senior	60 +years	\$3.00	\$3.00 \$1.00
Child Watch Fee (Parent/Guardian)	N/A	\$1.00	\$1.00 Free

30 Punch Admission Card (Frenger/East Mesa/Laabs):

	Age Group	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Infant	0-2 years	Free	Free
Youth*	3-19 years	\$50.00/30 punch	\$50.00/30 punch
Adult*	20-59 years	\$110.00/30 punch	\$140.00-\$50.00/30 punch
Senior*	60 +years	\$80.00/30 punch	\$80.00 \$25.00/30 punch

*Reduced rate at \$10 off of proposed Youth, Adult and Senior 30 Punch Admission. Monthly Passes/punch cards purchased at Frenger/East Mesa/Laabs Pool can ONLY be used at these Venues.

Rentals: Frenger Swimming Pool (Entire Pool)

			Guards On
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Amount of Group	FY 12/13 FY 14/15	FY 14/15 -FY 15/16	Duty
Entire Pool (Includes Guards)		\$100/1 ½ hr	
1-20 People	\$75.00/hr	\$75.00/hr	2 Guards
21-45 People	\$85.00/hr	\$85.00/hr	3 Guards
46-60 People	\$95.00/hr	\$95.00/hr	4 Guards
61-90 People	\$105.00/hr	\$105.00/hr	4-5 Guards

Rentals: Laabs/East Mesa Swimming Pools (Entire Pool)

Amount of Group	FY 12/13 FY 14/15	FY 14/15 FY 15/16	Guards On Duty
Entire Pool (Includes Guards)		\$200.00/1 ½ hr	
1-20 People	\$150.00/hr	\$150.00/hr	4 Guards
21-45 People	\$170.00/hr	\$170.00/hr	6 Guards
46-80 People	\$190.00/hr	\$190.00/hr	8 Guards
81-102 People	\$210.00/hr	\$210.00/hr	8-10 Guards
103-124 People	\$230.00/hr	\$230.00/hr	8-10 Guards
125-146 People	\$250.00/hr	\$250.00/hr	8-10 Guards
147-165 People	\$270.00/hr	\$270.00/hr	10-12 Guards
166-185 People	\$290.00/hr	\$290.00/hr	10-12 Guards
186-200 People	\$310.00/hr	\$310.00/hr	10-12 Guards

Rentals: Laabs/East Mesa* Swimming Pools (Zero Entry and Slide)

Amount of Group	FY 12/13 FY 14/15	FY 14/15 FY 15/16	Guards on duty
1-20 People	\$75.00/hr	\$75.00/hr	2 Guards
21-45 People	\$85.00/hr	\$85.00/hr	3 Guards
46-80 People	\$95.00/hr	\$95.00/hr	4 Guards
81-102 People	\$105.00/hr	\$105.00/hr	4-5 Guards

Swim Team Rentals as per agreement.

Rentals will be based on overall demand (public use) and safety window of opportunity (amount of daylight).

Rentals: Frenger/Laabs/East Mesa (Swim Meet/4 hours based)

Amount of Group	FY 14/15	FY 15/16	Guards on duty
Swim Meet (Entire Pool)		\$150.00/hr\$200	4 Guards

Holidays/Maintenance Closures:

Swimming pools may be closed on City observed holidays with the exception of Memorial Day, Fourth of July and Labor Day.

LAS CRUCES REGIONAL AQUATIC CENTER**Special Events:**

Program	Session	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Children's' Triathlon and Races	1 race	\$15.00	\$15.00

Daily Fees:

	Age Group	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Infant	0-2 years	\$2.00	\$2.00 Free
Youth	3-19 years	\$3.00	\$3.00
Adult	20-59 years	\$4.00	\$4.00
Senior	60 + years	\$3.00	\$3.00
Child Watch Fee (Parent/Guardian)	N/A	\$1.00	\$1.00

30 Punch Admission Card

	Age Group	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Infant	0-2 years	\$50.00/30 punch	\$50.00/30 punch
Youth*	3-19 years	\$80.00/30 punch	\$80.00/30 punch
Adult*	20-59 years	\$110.00/30 punch	\$110.00/30 punch
Senior*	60+ years	\$80.00/30 punch	\$80.00/30 punch

*Reduce rate at \$20.00 off of proposed Youth, Adult and Senior 30 Punch Admission Card.

Gift certificates are available for purchase at all swimming pool facilities.

Swimming Lessons:

Program	Levels	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Private Lessons	All Ages	\$35.00/hour	\$35.00/hour
Infant/Toddler/Preschool/			

Level 1 & 2	Beginner	\$45.00/8 classes	\$45.00/8 classes
	Levels 3 & 4 (Intermediate)	\$60.00/8 classes	\$60.00/8 classes
	Levels 5, 6 & 7(Advanced)	\$60.00/8 classes	\$60.00/8 classes
Program Contd.	Levels	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Lifeguarding (does not include books or pocket mask)		\$180.00/30 hours	\$180.00/30 hours
Lifeguarding Instructor (LGI) Does not include books		\$195.00/26 hours	\$195.00/26 hours
Water Safety Instructor (WSI) Minimum age 16 years. Does not include books		\$190.00/15 hours	\$190.00/15 hours
Be A Guard WSIA & Guard Start (Working at Pools) Minimum age 15 years. Must have passed Level 3		\$95.00/15 hours	\$95.00/15 hours

*Lifeguard Training fee is refundable upon successful completion of certification process and upon hire with the City of Las Cruces (completion of 90 days of service).

Rentals: (Warm Water Pool)

Amount of Group	Guards on Duty	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
1-20 People	2 Guards	\$100.00/half hour	\$100.00/half hour
21-30 People	4 Guards	\$200.00/half hour	\$200.00/half hour

Rentals: (Fitness Room) – Week day operations only.

Amount of Group	Guards on Duty	FY 14/15	FY 15/16
			\$160.00/hr
Plus Sound System			\$15.00/hr

Rentals: (Party Room Area)

Room Area	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Party Room/Wet *	\$100.00/3 ½ hours	\$100.00/3 ½ hours

Outdoor Patio*		\$200/session
Private Use-190 Maximum Capacity, Includes Guards/fees, Saturday, Sunday only		\$500-\$400/2 hrs

*If pool-swim session is to be utilized in conjunction with Party Room or Outdoor Patio rental, pool fees will also be assessed.

II. FACILITIES RENTAL

Meerscheidt, Frank O'Brien Papen Center, and East Mesa, and Safe Haven
(weekend rates only and after normal business hours):

Rental Area	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Multi Purpose Room	\$50.00/hr	\$40.00/hr
Class Room	\$30.00/hr	\$30.00/hr
Any additional room associated with Multi Purpose Rental	\$20.00/hr	\$20.00/hr
Auditorium (Frank O'Brien Papen Community Center only)	\$60.00/hr	\$60.00/hr
Gym Rentals (Meerscheidt Rec Center only)	\$40.00/hr	\$40.00/hr

Frank O'Brien Papen (weekday operations only):

Rental Area	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Multi Purpose Room	\$25.00/hr	\$25.00/hr
Class Room	\$15.00/hr	\$15.00/hr
Any additional room associated with Multi Purpose Rental	\$10.00/hr	\$10.00/hr
Auditorium (Frank O'Brien Papen Community Center only)	\$30.00/hr	\$30.00/hr
Workshops	\$1.00/day	\$1.00/day

East Mesa (weekday operations only):

Rental Area	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Team Practice/Rental Card		\$50.00
Multi Purpose Room Only	\$25.00/hr	\$25.00/hr

Meerscheidt Recreation Center (weekday operations only):

Rental Area	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Class Care (ages 5-11 years)	\$1.00/per person	\$1.00/per person

Multi Purpose Room Team Rental	\$20.00/hr	\$10.00/hr
Team Practice/Rental Card		\$50.00
Gymnasium – Half Court	\$10.00/hr	\$10.00/hr
Gymnasium – Full Court	\$20.00/hr	\$20.00/hr

City approved professional security guard services by the renter at a ratio of one guard for every 50 guests (licensed/bonded).

In an effort to reduce staff overtime costs, no rentals will be offered on City Holidays.

The primary focus for Meerscheidt Recreation Center will be sports related activities and programs; and Frank O'Brien Papen Center will be recreational programming, activities and private rentals.

IV. FUNDRAISING RENTALS

- A. Non-profit rentals that are free and open to the public, and City of Las Cruces Co-Sponsored events will not be assessed a fee.
- B. Non-profit / for profit fundraising exclusive use events of an entire park will be assessed a flat fee rate of \$1,250.
- C. Car shows with exclusive use of park lawn areas will be assessed a flat fee rate of \$500.
- D. All rentals requesting exclusive use of park areas will be assessed a fee of \$50 per four hours per section of the park requested. An additional \$50 fee will be assessed for electrical service and water service.

V. MERCHANDISE

Merchandise	Amount Requested	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Program/Event T-Shirts			
Short Sleeve	Each	\$10.00	\$10.00
Long Sleeve T-Shirts	Each	\$15.00	\$15.00
Sweatshirts	Each	\$20.00	\$20.00
Swim Pant Fee/Youth	Each	\$1.00	\$1.00
Goggles	Each	\$10.00	\$10.00
Towels	Each	\$10.00	\$10.00
Swim Cap	Each	\$4.00	\$4.00
Reusable Water Bottle	Each	\$5.00	\$5.00

VI. PARK PERMIT FEE

Facility Requests	Number of Hours/Day Fee	FY 12/13 FY 14/15	FY 13/14 & 14/15

			FY 15/16
Park area/section	4	\$50.00	\$50.00
Park area/section with Water and/or Electric (Daily Fee)	Daily Fee	\$50.00	\$50.00

VII. SPORTS LEAGUES (PER FIELD/COURT/GAME FEE)

Sport/Age Group	FY 12/13 FY 14/15	FY 13/14 & 14/15 FY 15/16
Recreational Youth Baseball/Softball/Soccer/Football (Local – 18 years and under)	\$0	\$0
Select Youth Baseball/Softball/Soccer/Football (Local - 18 years and under)	\$10.00	\$10.00
Adult Baseball/Softball	\$20.00	\$25.00
Adult Football/Soccer	\$15.00	\$20.00
Senior Softball/Baseball (Local)	\$0	\$0
Adult Tournaments (per 12 hours)		
4 Field Complex	\$400.00	\$600.00
3 Field Complex	\$300.00	\$450.00
Single fields	\$100.00	\$150.00
High Noon #6-16 (additional soccer fields at \$50 per day)	\$500.00	\$250.00
Burn Lake	\$300.00	\$300.00
Provencio Van Dame	\$300.00	\$300.00
Soldados	\$200.00	\$200.00
Apodaca Baseball	\$200.00	\$200.00
Youth Tournaments (per 12 hours)		
4 Field Complex	\$200.00	\$200.00
3 Field Complex	\$150.00	\$150.00
Single fields	\$50.00	\$50.00
High Noon #6-#16 (additional soccer fields at \$50 per day)	\$500.00	\$250.00
Burn Lake	\$150.00	\$150.00
Provencio Van Dame	\$150.00	\$150.00
Soldados	\$100.00	\$100.00
Apodaca Baseball	\$100.00	\$100.00
Tennis Court Fee (Youth)		\$1.00 per court/
Tennis Court Fee (Adult)		\$5.00 per court
Adult Tennis Tournament Reservation (all courts)		\$50 per 4 hours
Youth Tennis Tournament Reservation		\$25 per 4 hours

Camping Fees RV/Trailer	\$10.00 per night	\$10.00 per night
Tents	\$5.00 per night	\$5.00 per night
Yearly Fee for League/Season		
BMX	\$1,000.00	\$1,000.00
Volleyball	\$250.00	\$250.00
Horseshoe Courts (Entire)	\$100.00	\$100.00
Horseshoe Courts (Single Court)	\$5.00/4 hr Max	\$5.00/4 hr Max
Skate Park	\$50.00/4 hr Max	\$50.00/4 hr Max

A nonrefundable deposit will be required for any sport/league/tournament reservation cancellation, a \$20 fee, per day, per complex, will be assessed.

VIII. DOWNTOWN AREA FEES

AREA	Duration	Fee	Duration	Fee
North Section MSD / free general public	4 hours	\$ 0	12 hours	\$ 0
North Section MSD / rental	4 hours	\$50	12 hours	\$150
Middle Section MSD / free general public	4 hours	\$ 0	12 hours	\$ 0
Middle Section MSD / rental	4 hours	\$50	12 hours	\$150
South Section MSD / free general public	4 hours	\$ 0	12 hours	\$ 0
South Section MSD / rental	4 hours	\$50	12 hours	\$150
Parking lot/space Concession	Month	\$50	Month	\$ 50
Parking lot reservation	4 hours	\$50	12 hours	\$150
La Placita/rental	4 hours	\$50	12 hours	\$150

VIII. IX. MOBILE/NON-MOBILE CONCESSION/VENDING FEES

Non-Mobile Concessions			Monthly Fee Without Service FY 13/14-14/15	Monthly Fee W/Service FY 13/14 & 14/15 15/16
Athletic Complexes			\$50.00	\$100.00 (elect)

Mobile Concessions			Quarterly Fee Without Service FY 13/14	Quarterly Fee W/Service FY 13/14 &

			14/15	14/15 15/16
Parks and Recreational Facility Parking Lots			\$150.00	\$300.00 (elect)

Service is defined as the ability to access electricity. (Not all facilities have this capability).

(Fees and charges for FY 13/14 & 14/15)