



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 14 Ordinance/Resolution# 16-237

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of June 6, 2016
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION APPROVING THE PARKS AND RECREATION DEPARTMENT 2016/2017 FEES AND CHARGES/FACILITY USE POLICY AND REPEALING RESOLUTION 15-204.

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 and Recreation Administration	<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 the 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 proposed fee structure will only increase revenues slightly above current revenues, pending approval of this fee schedule.

The Parks and Recreation Advisory Board reviewed the proposed policy at their regular meetings on April 21, 2016 and sent forward a recommendation to City Council for approval.

(Continue on additional sheets as required)

City Council is being requested to repeal Resolution 15-204, which approved the 2015/2016 Fees and Charges/Facility Use Policy, and approve the 2016/2017 Fees and Charges/Facility Use Policy in accordance with Municipal Code Sec. 20-29.(d)1.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Proposed Parks and Recreation 2016/2017 Fees and Charges/Facility Use Policy.
3. Attachment "A", Draft excerpt from the April 21, 2016 Parks and Recreation Advisory Board meeting minutes.
4. Attachment "B", Redlined Proposed Parks and Recreation 2016/2017 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: <u>Various</u> in the amount of <u>\$850,000+</u> for <u>FY2017</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

N/A

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 2016/2017 Fees and Charges/Facility Use Policy.

(Continue on additional sheets as required)

2. Vote "No"; this will not approve the Parks and Recreation Department 2016/2017 Fees and Charges/Facility Use Policy and the Parks and Recreation Department may not achieve cost recovery rates.
3. Vote to "Amend"; and provide changes to the resolution.
4. Vote to "Table"; and provide staff with further direction.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. Resolution No. 15-204.

3



City of Las Cruces®

PEOPLE HELPING PEOPLE

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of June 6, 2016
(Adoption Date)

TITLE: A RESOLUTION APPROVING THE PARKS AND RECREATION DEPARTMENT 2016/2017 FEES AND CHARGES/FACILITY USE POLICY AND REPEALING RESOLUTION 15-204.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>[Signature]</i>	541-2550	5/2/16
Department Director	<i>[Signature]</i>	541-2550	5/2/16
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i> for <i>[Signature]</i>	541-2031 541-207	5/5/16 5-4-2016
Assistant City Manager/COO	<i>[Signature]</i>	541-2271	5-13-16
City Attorney	<i>[Signature]</i>	EXT 2128	18 May 2016
City Clerk	<i>[Signature]</i>	x2115	5-19-16

RESOLUTION NO. 16-237**A RESOLUTION APPROVING THE PARKS AND RECREATION DEPARTMENT 2016/2017 FEES AND CHARGES/FACILITY USE POLICY AND REPEALING RESOLUTION 15-204.**

The City Council is informed that:

WHEREAS, the City of Las Cruces Parks and Recreation Department is requesting to repeal Resolution 15-204; and

WHEREAS, over the past year the department has incorporated Safe Haven/Weed and Seed, downtown area fees, and the elimination of the 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 facilities 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 April 21, 2016 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. 15-204 is hereby repealed.

(II)

THAT the Parks and Recreation 2016/2017 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 _____, 201__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by _____

Seconded by _____

VOTE:

- Mayor Miyagishima: _____
- Councillor Gandara: _____
- Councillor Smith: _____
- Councillor Pedroza: _____
- Councillor Eakman: _____
- Councillor Sorg: _____
- Councillor Levatino: _____

APPROVED AS TO FORM:



City Attorney

**CITY OF LAS CRUCES
PARKS AND RECREATION DEPARTMENT
2016/2017 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 may 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, Meerscheidt Center, Safe Haven/Weed and Seed, Regional Aquatic Center, or any other Parks and Recreation facilities. 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 leased, 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 Department 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, SKATEBOARDING, REMOTE CONTROL TRACK, ARCHERY, REMOTE CONTROL AIRPLANES

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 15/16	FY 16/17
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
Gymnastics – Advanced/Elite	8 classes		\$45.00
Adult Dance	8 classes		\$40.00
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	\$100.00	\$100.00
	Full Day Site	\$150.00	\$150.00
Program	Session	FY 15/16	FY 16/17
Specialty Camps	Half Day	\$50.00	\$50.00
	Full Day	\$100.00	\$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”.

Open Session Basketball/Volleyball/Skate	Daily Fee	\$1.50	\$1.00
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 15/16	FY 16/17
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
Basketball Coaches Certif.	1 year	\$30.00	\$30.00
Officiating Clinic	1 year	\$30.00	\$30.00

Program	Session	FY 15/16	FY 16/17
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 15/16	FY 16/17
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 15/16	FY 16/17
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 15/16	FY 16/17
Infant	0-2 years	Free	Free
Youth	3-19 years	\$2.00	\$2.00
Adult	20-59 years	\$2.00	\$2.00
Senior	60 +years	\$1.00	\$1.00
Child Watch Fee (Parent/Guardian)	N/A	\$1.00	\$1.00

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

	Age Group	FY 15/16	FY 16/17
Infant	0-2 years	Free	Free
Youth	3-19 years	\$50.00/30 punch	\$50.00/30 punch
Adult	20-59 years	\$50.00/30 punch	\$50.00/30 punch
Senior	60 +years	\$25.00/30 punch	\$25.00/30 punch

Rentals: Frenger Swimming Pool

Amount of Group	FY 15/16	FY 16/17	Guards On Duty
Entire Pool (Includes Guards)	\$100/1 ½ hr	\$100/1 ½ hr	
1-20 People			2 Guards

21-45 People			3 Guards
46-60 People			4 Guards
61-90 People			4-5 Guards

Rentals: Laabs/East Mesa Swimming Pools

Amount of Group	FY 15/16	FY 16/17	Guards On Duty
Entire Pool (Includes Guards)	\$200.00/1½ hr	\$200.00/1½ hr	
1-20 People			4 Guards
21-45 People			6 Guards
46-80 People			8 Guards
81-102 People			8-10 Guards
103-124 People			8-10 Guards
125-146 People			8-10 Guards
147-165 People			10-12 Guards
166-185 People			10-12 Guards
186-200 People			10-12 Guards

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

Amount of Group	FY 15/16 (see above)	FY 16/17 (see above)	Guards on Duty
1-20 People			2 Guards
21-45 People			3 Guards
46-80 People			4 Guards
81-102 People			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 15/16	FY 16/17	Guards on Duty
Swim Meet (Entire Pool)	\$200/ hr	\$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 15/16	FY 16/17
Children's' Triathlon and Races	1 race	\$15.00	\$15.00

Daily Fees:

	Age Group	FY 15/16	FY 16/17
Infant	0-2 years	Free	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 15/16	FY 16/17
Infant	0-2 years	Free	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 15/16	FY 16/17
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 (includes books or pocket mask)		\$180.00/30 hours	\$200.00/30 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 16/17
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 15/16	FY 16/17
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 15/16	FY 16/17
		\$160.00/hr	\$160.00/hr
Plus Sound System		\$15.00/hr	\$15.00/hr

Rentals: (Party Area)

Area	FY 15/16	FY 16/17
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	\$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 15/16	FY 16/17
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 15/16	FY 16/17
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
Gymnastic Rental Package – instructor and equipment		\$50.00/hr plus room rental
Game Room Rental – includes use of equipment		\$50.00/hr
Sand Volleyball Courts includes use of commercial net system – setup & teardown		\$250.00 per day
Sand Volleyball Courts (per day) includes non-commercial net only		\$35.00 per court

East Mesa (weekday operations only):

Rental Area	FY 15/16	FY 16/17
Team Practice/Rental Card	\$50.00	\$50.00
Multi-Purpose Room Only	\$25.00/hr	\$25.00/hr

Meerscheidt Recreation Center (weekday operations only and during normal business hours):

Rental Area	FY 15/16	FY 16/17
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
Sand Volleyball Courts – includes non-commercial net only		\$10.00 per court

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 15/16	FY 16/17
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 15/16	FY 16/17
Park area/section	4	\$50.00	\$50.00
Park area/section with Water and/or Electric (Daily Fee)	Daily Fee	\$50.00	\$0.00

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

Sport/Age Group	FY 15/16	FY 16/17
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 #1 – 5, #11 - 12 (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 #1 - 5, #11 - 12 (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 Tents	\$10.00 per night \$5.00 per night	\$10.00 per night \$5.00 per night
Sport/Age Group	FY 15/16	FY 16/17
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 15/16	Monthly Fee W/Service FY 16/17
Athletic Complexes			\$100.00 (elect)	\$100 (elect)

Mobile Concessions			Quarterly Fee Without Service FY 15/16	Quarterly Fee W/Service FY 16/17
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 15/16 & 16/17)

"DRAFT"

**PARKS AND RECREATION ADVISORY BOARD MEETING
April 21, 2016**

1 The Parks and Recreation Advisory Board Meeting was held on April 21, 2016 at Parks
2 and Recreation Conference Room, 1501 E. Hadley, Las Cruces, NM.

3

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

5 Ron Camunez, Board Chair

6 Angelica Rubio

7 Andriana Natsoulas

8 Mark O'Neill

9 Fran Witt

10

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

12 Robert Harrison

13

14 **OTHERS PRESENT:**

15 Hazel Nevarez, PRAB Recording Secretary

16 Mark Johnston, Director – Parks & Recreation

17 Sonya Delgado, Director – Community & Cultural Services

18 Phil Catanach, Recreation & Youth Services Administrator

19 Robert Nunez, Recreation & Youth Services Administrator

20 David Tellez, Cruces Reds Baseball Club

21 Grace Telles – Parks & Recreation Juvenile Citation Program

22 Cathy Mathews – City of Las Cruces Public Works

23 Mindy Hernandez – Cruces Reds

24 Marcelo Archuleta - Cruces Reds

25

26

27 The meeting was called to order at 6:03 p.m. by Chairman Camunez and recognized the
28 meeting as having a legal quorum.

29

30 **I. Introductions**

31

32 Board Members introduced themselves and stated the district they represent. Mark
33 Johnston introduced Parks & Recreation staff present along with Sonya Delgado, who
34 will be the new Director of Parks & Recreation upon Mark Johnston's retirement.

35

36 **II. Conflict of Interest**

37

38 No conflict of interest.

1
2 **III. Approval of Minutes**

3
4 Minutes for January 21, 2016 stand approved as presented.

5
6 **IV. Old Business**

7
8 No old business discussed.

9
10 **V. New Business**

11
12 **A. Trombe – Wall Art Proposal (Informational) – Sonya Delgado**

13
14 Mr. Johnston explained the trombe wall in front of the Mondy Castaned building, is a
15 solar powered heating system. Mr. Catanach informed Board the wall behind the outside
16 window shows the dark paneling of the wall so a mural will be added to give a little life
17 to the wall. The mural will be oil based with dark paints to absorb the sun. Estimated
18 finish date is June 30, 2016. This is one of several mural projects going on. Teens will
19 be involved in the painting.

20
21 **B. Castaneda Building, parks & Recreation Front Entry Tree Mural**
22 **(Informational) – Sonya Delgado**

23
24 Mr. Catanach informed Board that the front entry of the Mondy Castaneda building that
25 wraps around to the trombe wall, will have a tree mural that ties to the trombe mural.
26 The concept drawing is still being developed but estimated completion date is also June
27 30.

28
29 Mr. Johnston reported the mural program, another form of recreation to teach youth the
30 right way to present art, to present aerosol art and the right place to do it, has been very
31 successful. Since the start of the mural program, there has been no vandalism with the
32 exception of the North Main underpass, which was not visible to the public, and has since
33 been cleaned up.

34
35 **C. Juvenile Citation Program (JCP) Garden Wall Mural (Informational) – Robert**
36 **Nunez and Grace Telles**

37
38 Mr. Nunez reported with the help of the teen mobile unit staff, Recreation Leader Sr.
39 Lorenzo Zepeda and Shaunna Foster, and Keep Las Cruces Beautiful, they have been
40 working on a mural and garden project of the rear walkway of the Juvenile Citation
41 Building at 890 N. Tornillo.

42
43 Ms. Grace Telles of the Juvenile Citation Program shared with the Board pictures
44 showing the progression of the wall mural. Ms. Telles informed the Board the wall in the
45 beginning had graffiti which initiated them to take action to cover it with some art. Keep
46 Las Cruces Beautiful got involved because the graffiti had been reported to codes. Ms.

1 Telles provided pictures showing youth who are participating on the project and pictures
2 of the current state of the wall, which is still a work in progress.

3
4 Mr. Johnston reported that one of the things that the JCP program is doing is teaching
5 the youth this is their building, so they are beautifying it, taking charge of it and
6 developing ownership of it. Mr. Johnston reported the entire campus, with JCP and
7 Safe Haven, is going to become a youth involved campus and ownership and is real
8 important for the programs.

9
10 **D. Proposed Fees and Charges 2016-2017 (Action) – Sonya Delgado**

11
12 Board members were provided a draft copy of City of Las Cruces Parks and Recreation
13 Department Fees and Charges/Facility Use Policy with proposed changes outlined in
14 red for 2016/2017.

15
16 Ms. Sonya Delgado reviewed the proposed changes in the policy with the Board and
17 answered questions Board members had:

18
19 Ms. Witt asked if drones were going to be allowed at the Remote Control Airplane track
20 and if the plan is to get people focused on using the Remote Control Airport rather than
21 other parks to free up management and safety issues that arise from flying the remote
22 control airplanes in those parks. Ms. Delgado responded that is the plan and in regards
23 to drones, staff is waiting to see what regulations FAA comes out with before setting any
24 rules.

25
26 Mr. O'Neill asked how much of an increase has Summer Recreation program gone up
27 from previous years. Ms. Delgado reported there was minimal increase last year.

28
29 Mr. Camunez asked if there are any provisions for people who want to swim but just
30 don't have the money. Ms. Delgado reported there have not been very many but have
31 accommodated some and there is the scholarship program. Mr. Johnston also reported
32 free swim events are also offered.

33
34 Mr. Camunez asked what is going to happen with Frenger Pool. Mr. Johnston reported
35 the hope is to build the new natatorium, and once built, Frenger will go away and
36 preference is to build a restroom and a splash park in that location, but is years down
37 the road.

38
39 Ms. Natsoulas asked if daily aquatic rates increased, response was rates did not
40 increase.

41
42 Ms. Natsoulas asked in terms of collaborating with Red Cross, if classes are done on
43 City property and response was yes. Ms. Delgado reported staff are certified American
44 Red Cross instructors and teach American Red Cross, that is the swim preference
45 chosen. Ms. Delgado also reported that staff lifeguard instructors teach CPR and first
46 aid to the public.

1
2 Mr. O'Neill asked if life guards are fully staffed. Mr. Catanach reported life guards
3 recently completed testing and those that tested passed and so are in good shape and
4 looking to pick up a few more.

5
6 Mr. Camunez asked what status is as far as use of parks for protests. Mr. Johnston
7 reported it is a public quorum so if someone wants to come and protest in a public
8 quorum, they can as long as it doesn't interfere with normal activity; we have not had
9 anyone come forward with another encampment that we had of the occupy group a few
10 years ago; camping fees were introduced after that.

11
12 Ms. Witt moved to approve the proposed fees and charges policy for 2016-2017
13 presented by Parks and Recreation to move forward to City Council for their approval,
14 seconded by Mr. O'Neill. The motion unanimously carried by show of right hand.

15
16 **E. Las Cruces Kings Semi-Pro Football (Informational) – Mark O'Neill**

17
18 Mr. O'Neill reported that the Las Cruces Kings Semi-Pro Football team, which he had
19 mentioned to Board a few meetings back, are having a problem in getting the word out
20 about who they are and are looking for some help in promoting their team and help in
21 possibly getting a field to play on, maybe get involved with Parks & Recreation so word
22 can get out that they are here. Mr. O'Neill said they are a good organization and are
23 very successful with local football players that play for them.

24
25 Mr. Camunez asked if they were a for profit which Mr. O'Neill said no. Mr. Camunez said
26 he doesn't see how the City can help because of the anti-donation clause.

27
28 Mr. Johnston reported there is a ruling from the Attorney General on anti-donation,
29 profiting from use of tax payer money and for facilities. With a semi-pro team, there are
30 ways to create a contract or some sort of partnership where they give to our programs
31 and organization to get something back, quid pro quo. Mr. Johnston said he would like
32 for them to contact him or Ms. Delgado so they can find out what it is they are looking
33 for.

34
35 **F. Baseball Issues (Informational) – David Tellez**

36
37 Mr. David Telles, manager of the Cruces Reds, addressed the Board to inform them of
38 an issue with LCYBA regarding two forfeitures being enforced upon their team resulting
39 from a registration issue of a Jacob Hernandez for the 2016-2017 season. It appears
40 payment made for a Jacob Hernandez for the 2016-2017 season was posted to an
41 apparent unpaid balance for the previous year. Documentation of email correspondence
42 regarding the issue was provided to the Board.

43
44 Mr. Camunez asked if a representative from LCYBA was present, which no one was
45 present from LCYBA.

46

1 Mr. Camunez asked Mr. Telles why he was at the meeting. Mr. Telles responded he
 2 was looking for assistance and help to insure that the right thing is done and insure that
 3 their boys on the team aren't treated unfairly, where two forfeits were imposed against
 4 their team and with one more forfeit, they would not be allowed to play or continue their
 5 season in league play and potentially be eliminated from being able to play in any post
 6 season tournament play with the league.

7
 8 Mr. Camunez asked Mr. Johnston for direction. Mr. Johnston reported LCYBA is an
 9 independent league, with rules and regulations that they should be following. Mr.
 10 Johnston reported explanation received from LCYBA was there was a past due balance
 11 from last season and the payment received this year was posted to the past due. Mr.
 12 Johnston informed Board coaches were well aware there was a roster problem when a
 13 child that wasn't on the roster was played, a choice a coach makes, taking a chance of
 14 a forfeit or another issue. Mr. Johnston said it would behoove the Board to have
 15 representatives from LCYBA come to next Parks and Recreation Board meeting to go
 16 over their side of the details on this.

17
 18 Mr. Camunez asked what role does the Parks and Recreation Advisory Board have to
 19 solve this problem. Mr. Johnston responded that the Parks and Recreation Board can
 20 be a sounding board for them. The Parks and Recreation Board can invite LCYBA to
 21 the next meeting if they want to hear their side of the story; if not, a message can be sent
 22 to have this rectified at the LCYBA Board level.

23
 24 Mr. Camunez asked that Parks and Recreation staff compose a letter to LCYBA on
 25 behalf of the Parks and Recreation Board, that this issue is being sent back to them for
 26 their review and to look at the situation again and report back to the Parks and Recreation
 27 Advisory Board what transpires from this meeting.

28 29 **G. Updates (Informational) – Cathy Mathews:**

30
 31 Ms. Cathy Mathews introduced herself as City of Las Cruces landscape architect in
 32 Public Works and is present to provide information on items being worked on:

- 33 • **Klein Park** – implementing phase 1 of master plan, which is redoing walls
 34 along Oregon Avenue, Griggs and San Pedro. Stairways are being redone
 35 to meet current code and be safe, and electrical service is being improved
 36 with two locations with electricity.
- 37 • **Chandler Tank Mountain Mike Park** – (the water retention facility on
 38 Sonoma Ranch) – working with a private developer of Metro Verde
 39 subdivision (John Mascato who represents Sierra Norte Land
 40 Development) to make this into a mountain bike park. Pictures of Chandler
 41 Tank and the proposed trail system with a small parking lot and picnic
 42 shelter was provided to Board. The proposal is mountain biking would be
 43 brought into this facility and make it more accessible to youth and people
 44 who are interested in trying the sport and practice the sport in town.

45 46 **VI. Public Comment**

1
2 No public input.

3
4 **VII. Member Comments**

5
6 Ms. Witt asked if Hazel could hold on to the folders with the baseball issues for the next
7 meeting.

8
9 Mr. O'Neill welcomed Sonya as the new Director of Parks and Recreation and offered
10 his congratulations to other staff on their promotions and wished Mr. Johnston well on
11 his retirement.

12
13 Ms. Natsoulas asked if there could be better communication about internal procedures,
14 as there was no announcement of Board members who were leaving and new Board
15 members coming on board.

16
17 Ms. Natsoulas expressed that she didn't feel Board members agreed to a revised agenda
18 because she thought the Baseball Issues was public comment and was discussed under
19 new business. Mr. Johnston responded that the Baseball Issues was under New
20 Business because the Cruces Reds asked to be on Agenda.

21
22 Ms. Rubio had no comment.

23
24 Mr. Camunez thanked Mr. Johnston for doing an excellent job for the City. Mr. Camunez
25 said on behalf of the Parks and Recreation Board, they would like to give Mr. Johnston
26 a gift and asked Mr. Johnston to leave an address so gift can be sent to him. Mr.
27 Camunez expressed congratulations to Ms. Delgado.

28
29 Mr. Camunez would like staff to order new shirts for the Parks and Recreation Advisory
30 Board for the new term. Mr. Camunez also asked that plaques be ordered for the
31 outgoing Parks and Recreation Board members.

32
33 Mr. Camunez did point out an error on the Parks and Recreation Board member roster
34 showing Ms. Angelica Rubio as Vice-Chair, letting her know she isn't the Vice Chair.

35
36 **VIII. Adjournment**

37
38 Meeting adjourned at 7:50 p.m.

39
40
41
42
43

Hazel Nevarez, Recording Secretary

44

Ron Camunez, Chair P&R Board

**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.

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, or any other Parks and Recreation facilities. 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.

Commented [HN1]: Comma

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.

Commented [HN2]: Comma

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.

Commented [HN3]: Comma

- 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 leased, 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.

Commented [HN4]: Changed from lease to leased

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.

Commented [HN5]: Changed from Departments to Department

- 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 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 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, REMOTE CONTROL TRACK, ARCHERY, REMOTE CONTROL AIRPLANES

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 15/16	FY 15/16 16/17
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
Gymnastics – Advanced/Elite	8 classes		\$45.00
Adult Dance	8 classes		\$40.00
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	\$100.00	\$100.00
	Full Day Site	\$150.00	\$150.00
Program	Session	FY 14/15 15/16	FY 15/16 16/17
Specialty Camps	Half Day	\$45.00	\$50.00
	Full Day	\$50.00	\$100.00
		\$100.00	
Locker Rental	Daily	\$.50	\$.50

Commented [HN6]: From here forward FY 14/15 column will be replaced by FY15/16 original and FY15/16 column will be changed to FY16/17 with corrected amounts

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 Open Session Basketball/Volleyball/Skate	Daily Fee	\$2.00-\$1.50	\$1.50-\$1.00
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 15/16	FY 15/16 16/17
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 15/16	FY 15/16 16/17
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 15/16	FY 15/16 16/17
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 15/16	FY 15/16 16/17
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 15/16	FY 15/16 16/17
Infant	0-2 years	Free	Free
Youth	3-19 years	\$2.00	\$2.00
Adult	20-59 years	\$4.00-\$2.00	\$2.00

Senior	60 +years	\$3.00-\$1.00	\$1.00
Child Watch Fee (Parent/Guardian)	N/A	Free\$1.00	\$1.00

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

	Age Group	FY 14/15-15/16	FY 15/16-16/17
Infant	0-2 years	Free	Free
Youth	3-19 years	\$50.00/30 punch	\$50.00/30 punch
Adult	20-59 years	\$110.00\$50.00/30 punch	\$50.00/30 punch
Senior	60 +years	\$80.00\$25.00/30 punch	\$25.00/30 punch

Rentals: Frenger Swimming Pool

Amount of Group	FY 14/15 15/16	FY 15/16-16/17	Guards On Duty
Entire Pool (Includes Guards)	\$100/1 ½ hr	\$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 15/16	FY 15/16-16/17	Guards On Duty
Entire Pool (Includes Guards)	\$200.00/1 ½ hr	\$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 15/16 (see above)	FY 15/16-16/17 (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 15/16	FY 15/16-16/17	Guards on Duty
Swim Meet (Entire Pool)	\$200/ hr	\$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 15/16	FY 15/16-16/17
Children's' Triathlon and Races	1 race	\$15.00	\$15.00

Daily Fees:

	Age Group	FY 14/15 15/16	FY 15/16-16/17
Infant	0-2 years	\$2.00Free	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 14/15-15/16	FY 15/16-16/17
Infant	0-2 years	\$50.00/30 punch Free	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 14/15-15/16	FY 15/16-16/17
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 \$200.00/30 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 15/16-16/17
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 14/15-15/16	FY 15/16-16/17
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 14/15-15/16	FY 15/16-16/17
		\$160.00/hr	\$160.00/hr
Plus Sound System		\$15.00/hr	\$15.00/hr

Rentals: (Party Area)

Area	FY 14/15-15/16	FY 15/16-16/17
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	\$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 15/16	FY 15/16 16/17
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 15/16	FY 15/16 16/17
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
Gymnastic Rental Package – instructor and equipment		\$50.00/hr plus room rental
Game Room Rental – includes use of equipment		\$50.00/hr
Sand Volleyball Courts includes use of commercial net system – setup & teardown		\$250.00 per day
Sand Volleyball Courts (per day) includes non-commercial net only		\$35.00 per court

East Mesa (weekday operations only):

Rental Area	FY 14/15 15/16	FY 15/16 16/17
Team Practice/Rental Card	\$50.00	\$50.00
Multi-Purpose Room Only	\$25.00/hr	\$25.00/hr

Meerscheidt Recreation Center (weekday operations only and during normal business hours):

Rental Area	FY 14/15 15/16	FY 15/16 16/17
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
Sand Volleyball Courts – includes non-commercial net only		\$10.00 per court

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 15/16	FY 15/16 16/17
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 15/16	FY 15/16 16/17
Park area/section	4	\$50.00	\$50.00
Park area/section with Water and/or Electric (Daily Fee)	Daily Fee	\$50.00	\$50.00-0.00

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

Sport/Age Group	FY 14/15-15/16	FY 15/16-16/17
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 #1 - 5, #11 - 12 (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 #1 - 5, #11 - 12 (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 14/15-15/16	FY 15/16-16/17

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 14/15-15/16	Monthly Fee W/Service FY 15/16 16/17
Athletic Complexes			\$100.00 (elect)	\$100 (elect)

Mobile Concessions			Quarterly Fee Without Service FY 14/15-15/16	Quarterly Fee W/Service FY 15/16-16/17
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)