



# **ALLEN FIELDS POLICIES AND PROCEDURES**

General Policies

&

Fee Schedule

## **ALLEN FIELDS HOURS OF OPERATION**

### **REGULAR HOURS OF OPERATION**

April – November            7:00am – 8:00pm    Seven days/week  
December – March        Fields Closed

- Fields will be open weather permitting and the days and hours of operation are subject to change based on weather, bookings and usage.
- Hours of operation are subject to change.

### **SPECIAL EVENT BOOKINGS**

- Please contact the Angel Fire Visitor Center for more information.  
575-377-6555

### **INCLEMENT WEATHER**

There are many factors that go into closing a field:

- Water/Rain
- Drainage
- Weather Forecast
- Safety

A field may look dry but still have safety issues. Please remember the staff are professionals and do the best they can to get the field ready for games/practices. We want every game scheduled to be played as rainouts cause problems in rescheduling for everyone. There will be times when the umpires may call a game due to weather conditions. Remember, it may not be raining but lightning is a serious threat in New Mexico and the fields will be closed if lightning becomes a threat.

## GENERAL RULES AND REGULATIONS

---

All policies are set by Village Council Resolution.

**GENERAL FIELD USE** – Help us keep a quality facility by adhering to the following guidelines:

### At the Complex

- **No smoking or using tobacco products**
- **No outside alcohol**
- **No eating shelled nuts**
- **No glass bottles**
- **No unauthorized vehicles**
- **No unauthorized vendors**
- **Parking is at your own risk**

### On the Field

- **No metal cleats**
- **No spitting**
- **No soft drinks on the field**
- **Sports drinks and water only allowed on the field**
- **Chewing gum must be thrown in trash when done-DO NOT spit it out on the field**
- **No bicycles, skates, skateboards or scooters**
- **No eating shelled nuts**
- **No glass bottles**
- **No food**
- **No alcoholic beverages**
- **No smoking or using tobacco products**
- **No dogs allowed on the field except for a special event involving dogs**

The Village of Angel Fire programs, games and tournaments have priority use over the general public. Field use will be determined in the following priorities:

1. Village of Angel Fire camps, tournaments and special events
2. Moreno Valley High School - Fall Soccer Season
3. Angel Fire Youth Soccer League – Spring and Fall Soccer Season
4. Angel Fire Men's and Women's Softball League
5. Adult Soccer League
6. Angel Fire Road Runners & Track Group
7. Any other league play

8. Private residents, individuals or groups available on a first-come, first-serve basis. Please share the field when appropriate.

**CHILD AND YOUTH POLICY** – Children 12 years and younger must be accompanied by a parent or adult guardian at all times while at the Sports Complex. Parent or adult guardian must be at the fields with the child - parent or guardian cannot drop the child off. Children will not be permitted anywhere on the fields unattended. Youth ages 13-17 may participate on their own during open field times provided their conduct is acceptable and they respect all field policies while at the Sports Complex. Parents of attending youth will be held responsible for their conduct while at the complex. Youth groups under the age of 14 must have an adult chaperone for each 10 persons. Chaperones must remain through the entire function.

**FIELD USE** – User is responsible for all Sports Complex property for the duration of facility use. Fields must be kept clean at all times. All trash will be picked up and taken to the nearest trash can or dumpster. Any field equipment that has been moved must be returned to its former location before vacating the fields. During Open Field times, the fields are available on a first-come, first-serve basis. Field usage during Open Field time will be limited to one hour per group. Please share the fields when appropriate.

**EMERGENCIES** – For emergencies, please contact 911. The address for Allen Fields is 30 Camino Grande. For non-emergencies, please call the Angel Fire Visitors Center at 575-377-6555.

**ANIMALS** – Companion animals are permitted on the Sports Complex grounds but not on the fields. The Sports Complex will allow dogs on the field for special functions such as dog training classes, demonstrations or veterinary clinics only. Dogs must be on a leash and will not be allowed to roam around freely, unless performing during an event. Owners are responsible for cleaning up after their companion animal.

**MODIFICATION OR ALTERATION OF THE FACILITY** – The fields shall not be altered in any manner solely to suit the needs of any particular user group.

**CONTROL OF PREMISES** – The Angel Fire Sports Complex shall, at all times, be under the control of the Angel Fire Visitors Center. Employees of the Village designated by the Visitors Center or the Village Administrator shall be allowed to enter the premises and facility at all times. All field opening and closing times will be strictly monitored.

**DISCRIMINATION** – If any portion of User or Lessee activity is open to the public, User or Lessee shall not discriminate against any person directly, or indirectly by displaying,

circulating, publicizing or mailing any advertisement, notice or communication which states or implies that any facility or service shall be refused or restricted to any person because of gender, race, religion, ancestry national origin or handicap.

**DONATIONS** – The Angel Fire Sports Complex and Allen Fields gratefully accept monetary donations to help cover the expense of maintaining and operating the facility. You may take these donations to the Angel Fire Visitors Center or at the Angel Fire Village offices. Donations by check can be made out to the Angel Fire Sports Complex.

**SOCCER/SOFTBALL/RUGBY LEAGUE PLAY** – In order to be recognized by the Village of Angel Fire as a league, all the following must apply:

- ✓ Player has signed up in a League
- ✓ Rosters are to include all players playing on Allen Fields
- ✓ All games and practices are pre-scheduled on Allen Fields
- ✓ Insurance Certificate with endorsement naming the Village of Angel Fire as additional insured
- ✓ Pay player fees
- ✓ Pay field usage/league fees

**REGULAR USERS** – Regular users are defined as users not belonging to a league, who do not have pre-scheduled games or practices lined up. Regular users are required to check-in with the on-sight supervisor. They can use the fields for one hour if fields are available. Pre-scheduled games and practices take precedence over regular users.

**FIELD USAGE PRIORITY** – The following field usage priorities have been set for the use of Allen Fields:

- Village of Angel Fire Softball/Soccer/Rugby Tournaments – tournaments will be scheduled throughout the spring, summer and fall months. Tournaments take priority over all practice sessions. Tournament fees will be collected.
- Moreno Valley High School – The school will have priority over non-paying groups during regular soccer season in the late summer/fall each year. Allen Fields will be used during all scheduled high school home games. Practices and games must be scheduled in advance.
- Angel Fire Youth Soccer – youth soccer will have priority over all regular groups, with the exception of high school play, during the regular spring and fall soccer season each year. Practices and games need to be scheduled in advance.
- Angel Fire Men’s and Women’s Softball – The men and women may use the softball fields for practice during the summer months provided they schedule practices in advance and pay the usage fees. The fields can be used for league play, provided games have been scheduled in advance.
- Adult Soccer Leagues
- Angel Fire Road Runners & Track Group

- Private residents, individuals or groups available on a first-come, first-serve basis. Please share the field when appropriate.

## **BOOKING POLICIES AND PROCEDURES**

Rental fees and all policies are set by Village Council resolution.

- 1. Reservations are not guaranteed until User Agreement is signed by Lessee and the Visitor Center Supervisor, and all payments have been received.**

**Full payment of rental fees are due no later than the day of the scheduled.**

2. The User Agreement will be held in the name of the person who books the fields (Lessee) and serves as liaison between the Visitors Center staff person and the fields. This person will assume all responsibility for the fields.
3. A consultation will be held between the Visitors Center staff person and the Lessee at the time of User Agreement signing to discuss all Sports Complex/Allen Fields policies, clean-up requirements, services to be rendered and the expectations of both parties. A Clean-Up Check list will be provided to Lessee at this time, detailing the clean-up responsibilities of the Lessee at the conclusion of the field usage.
4. The Visitors Center staff representative shall be permitted to schedule more than one event at the fields simultaneously, if the events will complement each other. Lessee will not be permitted to obstruct or interfere with the rights of other users.
5. If clean-up of the complex is not performed according to the Clean-Up Checklist, a \$50 fee will be deducted from the deposit.
6. No fees shall be refunded if use of the fields concludes early.
7. The Staff Representative reserves the right to increase deposits, require an amended User Agreement, or refuse access to the Sports Complex/Allen Fields based on an applicant's past rental history.
8. If a field is reserved and not used, the Lessee is still obligated to pay the usage fee. It is the responsibility of the Lessee to release any reserved field(s) they are not going to use.
9. The Angel Fire Visitors Center and the staff are the only ones allowed to process reservations for the Sports Complex/Allen Fields.

**Idemnity:** The User Agreement shall require Lessee to defend, indemnify and hold the Village of Angel Fire harmless, to the full extent permitted by law, against any third party claims or liability, whether at law or in equity, arising directly or indirectly from the contract or the performance of the parties hereunder.

**Insurance:** Lessee holding a Special Event, tournament, or scheduled games or practices, must obtain General Liability Insurance for the event, and shall be responsible for this expense. The Village of Angel Fire maintains General Liability Insurance which covers basic use of the fields. This insurance covers the Village of Angel Fire only and the Village itself and its employees are subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et seq. NMSA 1978, as amended.

**Cancellations:** Any cancellation within thirty (30) days of an event scheduled for a Friday, Saturday or Sunday, or any entire facility booking will result in Lessee forfeiting the full deposit amount. All cancellations must be in writing and acknowledged by the Visitors Center representative. If a cancellation is received more than thirty (30) days of the event, one-half (½) of the deposit will be refunded. All deposits paid to the Visitors Center for the Sports Complex/Allen Fields shall be forfeited to the Sports Complex/Allen Fields whenever the Lessee fails to give said notice.

**Inclement Weather:** Fees will not be charged if an event is cancelled due to inclement weather. The Supervisor and staff at the Visitors Center or the umpires/referees at the fields will have final word on the conditions of the fields and whether they are playable or not.

## **DEPOSIT**

1. Lessee shall pay a deposit for any Special Event or Field Rental. Deposits apply to ALL groups. Deposits may be paid by credit card or check and is 50% of the rental fee. This deposit insures you have priority over other events and your field(s) are reserved for you. Your balance will be due on or before the day of the event.
2. **DEPOSITS PER FIELD: 50% OF RENTAL FEE**
3. A Security Deposit is a separate payment of \$250. It can be paid for by check or credit card, which will be held until the conclusion of the event.
4. The Security Deposit will be refunded within seven (7) days after the event, provided that all clean-up responsibilities of Lessee have been satisfactorily completed, and no damages have occurred. If Lessee fails to satisfactorily perform clean-up responsibilities at the conclusion of an event, a \$50 fee

will be deducted from the deposit. If damage to the facility has occurred as a result of complex/field usage, the Lessee will be billed for damages exceeding the amount of the deposit.

## **FEE SCHEDULE**

	<b>Adult</b>	<b>Youth/Student</b>	<b>6 &amp; Under/70+</b>
<b><u>Soccer/Rugby</u></b>			
League Fees	\$300/Team	\$200/Team	No Charge
Moreno Valley High School		\$100/Month	
Angel Fire Youth Soccer		\$50/Month	
Soccer Camps	\$1000/Week	\$1000/Week	\$1000/Week
Soccer Tournaments	\$200/Team	\$200/Team	\$50/Team
<b><u>Softball</u></b>			
League Fees	\$300/Team	\$200/Team	No Charge
Softball/Baseball Camps	\$1000/Week	\$1000/Week	\$1000/Week
ASA/USSSA Player Fees	\$25	\$20	
Softball Tournaments	\$200/Team	\$100/Team	\$50/Team
<b><u>Resident Field Usage</u></b>			
During Open Field Times	No Charge	No Charge	No Charge
Reserved Times	\$5 for ½ Hour	\$5 for ½ Hours	\$5 for ½ Hour
<b><u>Non-Resident Field Usage</u></b>			
During Open Field Times	No Charge	No Charge	No Charge
Reserved Times (per field)	\$10 for ½ Hour	\$10 for ½ Hour	\$10 for ½ Hour
<b><u>Admission Fees for High School Games</u></b>			
	\$2.00	\$1.00	Free
Angel Fire and Eagle Nest Students get in free			
<b><u>Open Field Times</u></b>			
7am –8pm, except when fields are reserved			



# ANGEL FIRE SPORTS COMPLEX/ALLEN FIELDS

## USER AGREEMENT FORM

I have received, read and fully understand all Angel Fire Sports Complex/Allen Fields use Policies and Procedures. I will abide by those Policies, Fees, Deposits, and time frames. I will be responsible for all clean-up activities, as well as any damages that may occur during the use period. I represent the organization utilizing the Sports Complex/Allen Fields for this event.

The Village of Angel Fire assumes no responsibility whatsoever for any property placed in or about said premises, and said Village is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to property that may be sustained by reason of the occupancy of said premises under this Agreement.

**Event Set-Up Time** \_\_\_\_\_ **Date** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Event Start Time** \_\_\_\_\_ **Date** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Event End Time** \_\_\_\_\_ **Date** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Deposit Amount Due** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Security Deposit Amount Due** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Date Contract Received** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Date Deposit Paid** \_\_\_\_\_ **Date Security Deposit Paid** \_\_\_\_\_  
**Final Payment Amount Due** \_\_\_\_\_ **Date Due** \_\_\_\_\_  
**Waiver's Signed and Received** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Alcohol Policy Received (if applicable)** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Proof of Liability Insurance Date Received** \_\_\_\_\_ **Initial** \_\_\_\_\_  
**Clean-Up Instructions Received** \_\_\_\_\_ **Initial** \_\_\_\_\_

Name of Authorized User Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Organization Renting Facility: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) of Usage: \_\_\_\_\_

Signature of User: \_\_\_\_\_

Printed Name of User: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Sports Complex/Allen Fields Representative:

\_\_\_\_\_

Date: \_\_\_\_\_



**Comments:**

Signature of User\_\_\_\_\_

Date:\_\_\_\_\_

Signature of Supervisor/Staff\_\_\_\_\_

Date:\_\_\_\_\_

## Angel Fire Community Center Special Event Rental Contract

This Agreement made as of the date executed by and between the parties identified below.

In consideration for the following covenants, conditions, and promises, the Lessee, identified below agrees to the below-identified conditions to hold an Event at the Angel Fire Sports Complex/Allen Fields. The Angel Fire Sports Complex/Allen Fields agrees to provide such services, under the following terms and conditions:

This Rental Agreement is entered into by: \_\_\_\_\_ and the **Angel Fire Visitors Center on behalf of the Angel Fire Sports Complex/Allen Fields.**

Date of Event: _____	Name of Event: _____
Set-up time: _____	Equipment needed: _____
End Time: _____	_____
Clean –up: _____	Proof of Liability insurance (If applicable): _____
Number of people: _____	Deposit Amount: _____
Alcohol Permit required (See alcohol policy):	Date Due: _____
	Security Deposit Amount: _____
	Date Due: _____
	Final Payment Due: _____

**Additional Terms and Conditions:**

Cancellations: Any cancellation within 30 days of a special event scheduled for Friday, Saturday or Sunday will result in Lessee forfeiting the entire amount of the deposit. . All cancellations must be in writing and acknowledged by the Center Supervisor. If a cancellation is received more than thirty (30) days of the event, ½ of the deposit will be refunded. All deposits paid to the Center shall be forfeited to the Sports Complex whenever Lessee fails to give said notice.

Event Times: If your event begins earlier or runs later than the times specified, you will be charged at the rate of \$50.00 and hour that will be deducted from the Deposit. No refunds will be awarded if the event concludes early.

Security Deposits:

Lessee shall pay a deposit for any Special Event – defined as a non-recurring rental event. Deposits apply to ALL groups. Security Deposits may be paid by check or credit card, which will be held until the event has occurred. Security Deposit will be refunded within seven (7) days after event, provided that all clean-up responsibilities of Lessee have been satisfactorily completed, and no damages have occurred.

**Deposit to hold reservation- We require a 50% deposit on all rental contracts.**

**If Lessee fails to satisfactorily perform clean-up responsibilities at the conclusion of an event; or if Lessee damages equipment a fee of \$50 will be deducted from the deposit. If damages exceed the deposit amount, Lessee will be billed for the remaining balance.**

A Cleanup check list will be provided.

Equipment: The Angel Fire Sports Complex/Allen Fields does not make an additional charge for the use of its equipment such as goals, fencing, dugouts, etc. when the facility is being rented. Equipment is provided based on availability and inventory. Lessee is responsible for helping with the set-up of equipment, and for making sure it is returned undamaged.

The Lessee will be responsible for signing a separate rental agreement for the equipment that is being used/rented.

Clean-up: Lessee is responsible for leaving the facility in the condition in which it was found. A Clean-up check list will be provided.

Damage to Facility and Contents: Lessee shall be responsible for the payment of any and all damage to the fields, facilities and equipment, whether caused by the Lessee, his guests or event participants, ordinary wear and tear excepted. No person shall bring, exhibit or set off fireworks or explosives on the premises. Lessee is solely responsible for the safety and conduct of participants and attendees while on Angel Fire Sports Complex/Allen Fields property.

Signs, Posters and Literature: Lessee shall not post or permit to be posted any sign or anything that will injure, mar or in any manner deface said premises. The Visitor Center Supervisor must approve all temporary signage, posters, etc.

Insurance (if applicable): The Lessee must secure General Liability Insurance. Lessee shall be responsible for this expense. The Lessee must supply a copy of the insurance with the Village of Angel Fire listed as an additional insured.

This contract and any attachments or riders incorporated herein, shall be followed by the Lessee and the Angel Fire Sports Complex/Allen Fields. This contract may be modified only by signed writing and the approval of the Angel Fire Visitors Center Supervisor or Director. This is binding and valid only when signed by the parties below, and the Angel Fire Visitors Center has received the above written deposit.

**Lessee**

**Angel Fire Visitor Center Representative**

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed : \_\_\_\_\_

–  
Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please keep one executed copy of this Agreement for Lessee and one for the Angel Fire Visitors Center.

**WAIVER AND RELEASE FROM LIABILITY FOR ANGEL FIRE SPORTS COMPLEX/ALLEN FIELDS**

I, \_\_\_\_\_, HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge the Angel Fire Sports Complex/Allen Fields and its agents, employees, officers, directors, affiliates, successors, managers and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities, conducted by, on the premises of, or for the benefit of, \_\_\_\_\_ provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

I have inspected the premises and believe them to be satisfactory for the purpose of this activity. I understand that the activities or function in which I participate may be inherently dangerous and can cause serious or grievous injuries, including bodily injury, damage to personal property and/or death. On behalf of myself, my heirs, assigns, and next of kin, I waive all claims for damages, injuries and death sustained to me or my property, that I may have against the aforementioned released party to such activity.

By this Waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with the Angel Fire Sports Complex/Allen Fields including but not limited to using the facility, and its equipment in any manner, form or fashion, and practicing and/or engaging in \_\_\_\_\_ activities or other related activities on and off the premises.

This WAIVER AND RELEASE contains the entire agreement between the parties, and supercedes any prior written or oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provision of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of the Angel Fire Sports Complex/Allen Fields, whether by agreement, by operation of law, or otherwise.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18 year of age or older and mentally competent to enter into this waiver.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name



# Angel Fire Sports Complex-Allen Fields

## Ball Field Request Form

### User Information

Team/Organization Name

Contact Name

Mailing Address

City

State

Zip

Phone 1

Phone 2

Email Address

### Request Information

Field(s) Requested

Date(s)

Number of People Participating

#### Practices

Start Date

End Date

Sun Mon Tues Wed Thurs Fri Sat

Start Time

End Time

Practice Schedule Attached?

Yes

No

#### Games/Tournaments

Start Date

End Date

Sun Mon Tues Wed Thurs Fri Sat

Start Time

End Time

Game/Tournament Schedule Attached?

Yes

No

Staff - List any closed times of the fields during the above scheduled time \_\_\_\_\_

Comments \_\_\_\_\_

**Field/Facility Preparation**

Sport:  Softball  Soccer  Baseball  Rugby  Other \_\_\_\_\_

Softball Field A  Softball Field B  Both Softball Fields

International Sized Soccer Field  Youth Soccer Field A  Youth Soccer Field B

Both Youth Soccer Fields

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Community Center Representative

\_\_\_\_\_  
Date

**Staff Duties**

Fencing Needed  Yes  No

Backstop Up  Yes  No

Dugouts Set Up  Yes  No

Soccer Goals Out  Yes  No

Corner Flags Out  Yes  No

Vendors  Yes  No

\_\_\_\_\_  
Signature of Set-Up Person

\_\_\_\_\_  
Date

# Tournament Registration Form

Name of Team \_\_\_\_\_

Name of Team Leader \_\_\_\_\_

Address of Team Leader \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number for Team Leader \_\_\_\_\_

Email Address for Team Leader \_\_\_\_\_

## Team Roster

1. \_\_\_\_\_

9. \_\_\_\_\_

2. \_\_\_\_\_

10. \_\_\_\_\_

3. \_\_\_\_\_

11. \_\_\_\_\_

4. \_\_\_\_\_

12. \_\_\_\_\_

5. \_\_\_\_\_

13. \_\_\_\_\_

6. \_\_\_\_\_

14. \_\_\_\_\_

7. \_\_\_\_\_

15. \_\_\_\_\_

8. \_\_\_\_\_

16. \_\_\_\_\_



