



Allen Fields

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 Community Center Supervisor, and all payments have been received.**

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

- The User Agreement will be held in the name of the person who books the fields (Lessee) and serves as liaison between the Community Center Supervisor and the fields. This person will assume all responsibility for the fields.
- A consultation will be held between the Community Center Supervisor and 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.
- The Community Center Supervisor 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.
- If clean-up of the complex is not performed according to the Clean Up Checklist, a \$50 fee will be deducted from the deposit.
- No fees shall be refunded if use of the fields concludes early.
- The Supervisor 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.
- 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 Community Center and the Community Center Supervisor and staff are the only ones allowed to process reservations for the Sports Complex/Allen Fields.

Indemnity: 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 Community Center Supervisor. 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 Community 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 Community 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.