



Bernalillo County PARK USE APPLICATION

THIS FORM IS FOR ONE WEEKEND USE ONLY, a different form is required for ongoing use, PROS STAFF can assist you with the proper form to [rutrujillo@bernco.gov](mailto:rutruijillo@bernco.gov).

Except for jumper sites this agreement is not a reservation or guarantee for use of any specific park or area. County parks are open to the general public and cannot be reserved. This paperwork is for the purpose of coordinating events, and maintenance of scheduled events. Approval required at least ten **(10) business days**. All Fees per AR2021-18 and Park Rules shall apply.

COVID-19 REQUIREMENTS: While under COVID 19 emergency, as determined by the County, any use by the Occupant of the premises is at the Occupant's and invitee's own risk. The Occupant shall indemnify, defend and hold harmless the County from any claims resulting from its use, including those resulting from potential exposure to COVID-19. Occupant shall follow, at a minimum, guidelines from the "All Together New Mexico: COVID-Safe Practices (CSPs) for Individuals and Employers." Occupant's activities must be in compliance with the laws of the State of New Mexico, including all Public Health Orders.

The County may suspend use by the Occupant of the Premises to comply with Governor's orders or based on a recommendation from the County's Emergency Operation's Command, or as determined to be in the best interest of the public health.

Date of event: _____ **Time of event: (including setup & cleanup):** _____

Name of event: _____ **# Expected:** _____

Name of Contact & Responsible person: _____

Organization: _____ **E-mail:** _____

Cell: _____ **Other:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Park: _____ **Area of park to be used (quadrant):** _____

Will food be served to the public? Yes No Will there be amplified sound? Yes No

Will a tent or canopy be used? Yes No Will a fun jump be used (designated area only)? Yes No

If Yes, Fun Jump: Company & Phone number: _____

Fun Jump authorization charge: \$25.00 Per Jumper/Site/4 hours (Date Rec'd) _____

Will portable toilet(s) be on site? Yes No If Yes, Company & Phone number: _____

Field Use Fee (Weekends Only March 1st-Nov 30th weather pending at specific locations only – No field lights available):

\$55 for two hour minimum 8am-10am 10:00am-12:00pm 12:00pm-2:00pm 2:00pm-4:00pm

Other Park Use Fees (Per AR2021-18): \$ _____

Electrical fee (Where Available): \$30.00 for two hours; \$15 per additional hour (Date Rec'd) _____

CASHIER CHECK ONLY No. _____

Authorized Agent: (Signature): _____ **Date:** _____

Must be original signature & date. Sign, then scan & email back to mserros@bernco.gov

Office Use Only:

Permits Required: Environmental Health: 314-0310

Food permit: (Date Rec'd _____)

Noise permit: (Date Rec'd _____)

Tent/Canopy permit & Fire Marshall approved site plan: (Date Rec'd _____)

Event site layout: (Date Rec'd _____)

Insurance required & received: (Date Rec'd _____)

COVID Safe Protocols required & received: (Date Rec'd _____)

APPROVALS:

Park Planner Approval EOC via Email Approval Risk Management via Email

Special Events Approval Date: (Date Rec'd _____)

Final Approval:

_____ **Date:** _____
Parks, Recreation & Open Space Director Signature

Rev. 3/12/21 DJA

CERTIFICATE OF INSURANCE REQUIREMENTS

Before commencing use of a Bernalillo County park, the county must be furnished with a Certificate of Liability Insurance. Bernalillo County MUST be named as an additional insured.

Liability Insurance. General Liability Insurance of at least \$1,000,000.00 per occurrence

The policy of insurance must include coverage for all operations performed by the Responsible Party/User, contractual liability coverage will specifically insure the hold harmless provisions of this Agreement. **BERNALILLO COUNTY WILL BE NAMED AN ADDITIONAL INSURED, 415 SILVER AVE SW, ABQ, NM 87102** and the coverage afforded will be primary with respect to operations performed. Showing the County as a certificate holder is not the same as naming the County as an additional insured and is not an acceptable substitute. If equivalent coverages are provided and the County approves the form, the User may provide a general liability policy in a form different from that described above.

CHECKLIST FOR SUBMITTING THIS FORM

Please **TYPE** form, no handwritten forms will be accepted. Include Full Name, Contact info and details of your event. A copy of your Liability Insurance (**Bernalillo County, 415 Silver Ave SW Albuquerque NM 87102**) must be attached if a special event (sport) or a jumper will be at the event. Sign and resend to Ruben Trujillo @rutrujillo@bernco.gov.

Bernalillo County Park Rules

The following items and activities are prohibited in Bernalillo County Parks:

- NO alcoholic beverages or illegal drugs are allowed.
- NO glass containers.
- NO vehicles on grass.
- NO staking of tents (blocks, sandbags, and water-filled barrels only)
- NO pony rides, petting zoos, fireworks or dunk tanks.
- NO fun jumps without liability insurance and prior approval of this Parks Use Agreement.

Park requirements:

- Bernalillo County does not provide restrooms for private events.
 - Rented portable restrooms must be placed on dirt or concrete.
 - Gas, propane and charcoal grills are allowed in parks. Proper disposal of ashes is required (metal can). Ashes in park receptacles not permitted. Banning of grills will be based on local and federal fire restrictions. A fire extinguisher is required at all time(s).
1. Responsible Party/User shall not assign or sublet the whole or any part of the premises, unless approved by the County Manager or his designee.
 2. Responsible Party/User shall not dump, deposit, or leave any bottles, broken glass, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse, or other trash. No such refuse or trash shall be placed in any waters in or contiguous to any park, or left anywhere on the grounds, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all trash or waste shall be carried away from the park and properly disposed of elsewhere.
 3. Injury and Removal. No person in a park shall damage, cut, carve, transplant or remove any tree or plant or injure the bark or pick the flowers or seeds, of any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant. A person shall not dig in or otherwise disturb grass areas to the detriment of these areas, or in any way injure or impair the natural beauty or usefulness of any area, provided that normal use of grassed areas will not be prohibited.
 4. Removal of Natural Resources. No person in a park shall dig or remove any sand, whether submerged or not, or any soil, rock, stones, trees, shrubs or plants, downed timber or other wood or materials, or make any excavation by tool, equipment, blasting, or other means or agency.
 5. Erection of Structures. No person in a park shall construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon, or across such lands, except by written permission of the County Manager or designee.
 6. Regarding Inflatable "fun jumps" or "bouncy castles": Responsible Party/User shall provide Bernalillo County with proof of General Liability Insurance of at least \$1,000,000.00 per occurrence which covers activities as described herein, and notifies Bernalillo County in the event the insurance is cancelled. Said notice shall be in writing, in advance of cancellation. Responsible Party/User shall then cease use of the premises from the date of cancellation until replacement insurance is obtained. Bernalillo County shall be named as additional insured as determined by Bernalillo County.
 7. Disfigure and Removal. No person in a park shall willfully mark, deface, disfigure, injure, tamper with or remove, any building, playground equipment bridges, tables, benches, fireplaces, grills, railings, paving or paving material, water lines or other public utilities or parts or appurtenances thereof, signs, notices, or placards, whether temporary or permanent, monuments, stakes, posts, or other boundary markers, or other structures or equipment, facilities, or park property or appurtenances whatsoever, either real or personal.
 8. Climbing Trees, Etc. No person in a park shall climb any tree or walk, stand or sit upon monuments, building structures, railings, and fences or upon any other property not designated or customarily used for such purposes.