



City of Las Cruces
MOUNTAINS OF OPPORTUNITY

Parks and Recreation Advisory Board Agenda

PARKS AND RECREATION ADVISORY BOARD MEETING - **CANCELLED**

WILL BE HELD ON **NOVEMBER 21, 2019** AT 6:00 P.M.

PARKS AND RECREATION ADMINISTRATION OFFICE, 1501 E. HADLEY

Board Meeting has been Cancelled due to Lack of Quorum

1. Introductions
 - 1.1. Parks and Recreation Advisory Board Members
 - 1.2. Parks & Recreation Staff
2. Conflict of Interest

At the opening of each meeting, the chairperson shall ask if any member on the Board or City staff has any known conflict of interest with any item on the agenda.

3. Approval of Agenda
4. Approval of Minutes

Documents:

[PRAB 10172019.PDF](#)

5. Public Participation
6. Action Items
 - 6.1. Community Pool Design - Kelly Heyer / ASA Architects
 - 6.2. Youth Board Logo - Robert Nunez
 - 6.3. Future Board Meeting Dates, Times and Locations - Sonya Delgado
 - 6.4. December Meeting/Holiday
7. Discussion Items
 - 7.1. An Introduction to the East Mesa Sports Complex Project - Wilson & Co. (Brigitte Fuller, Project Manager) / Sites Southwest (George Radnovich, FASLA)
 - 7.2. Fees and Charges Facility Use Policy/Red Line - Sonya Delgado

Documents:

2020-21 REDLINE FEES AND CHARGES.PDF

8. Staff Member Comments
9. Board Member Comments
10. Adjournment

If you need an accommodation for a disability to enable you to fully participate in this event, please contact us 72 hours before the event at 541-2550.

The City of Las Cruces does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services.

Posted: 11/16/19

Cancellation Posted 11/21/19

PARKS AND RECREATION ADVISORY BOARD MEETING
October 17, 2019

1 The Parks and Recreation Advisory Board Meeting was held on October 17, 2019 at City
2 Hall Council Chambers, 700 N. Main, Las Cruces, NM.

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

5 Cassie McClure
6 Stan Engle
7 Robert Harrison
8 Eric Montgomery
9 Megan Schuller
10 Eli Guzman

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

13 Maryln Zahler
14

15 **OTHERS PRESENT:**

16 Gregory Shervanick, Resident
17 Robert Nunez, Recreation Services Administrator
18 Cathy Mathews, Landscape Architect
19 Phil Catanach, Recreation Services Administrator
20 Sonya Delgado, Director of Parks and Recreation
21 Ceci Vasconcellos, CLC Marketing and Event Coordinator
22

23 The meeting was called to order at 6:37 p.m. by Chair Harrison and recognized as having
24 a legal quorum.
25

26 **1. Introductions**
27

28 Board members introduced themselves and stated the district they represent. Staff
29 introduced themselves and stated their position. Public present introduced themselves.
30

31 **2. Conflict of Interest**
32

33 No Conflict of Interest.
34

35 **3. Approval of Agenda**
36

37 Ms. Schuller moved to approve agenda seconded by Ms. McClure. There was no
38 discussion. Motion carried unanimously.
39

40 **4. Approval of Minutes**
41

42 Mr. Engle pointed out his name was misspelled on page 3, line 20 and page 8, line 40.
43 Ms. McClure moved to correct spelling of name from Engles to Engle on Page 3, line 20

1 and page 8, line 40, seconded by Ms. Schuller. There was no further discussion. Motion
2 carried unanimously.

3
4 Mr. Montgomery moved to accept the minutes of September 19, 2019 as amended,
5 seconded by Ms. McClure. There was no further discussion. Motion carried
6 unanimously.

7 8 **5. Public Comment**

9
10 No public comment.

11 12 **6. Action Items**

13
14 No action items.

15 16 **7. Discussion Items**

17 18 **7.1 League Agreements (Board Input)**

19
20 Ms. Delgado informed the Board she did invite Legal to this meeting as requested but
21 no one from there is present. Ms. Delgado said she would be happy to take any
22 questions or comments. She said staff will be seeing all the league participants and
23 everyone who has an agreement with Parks and Recreation for all facilities and programs
24 later this month and again in November. Ms. Delgado said staff wants to get this started
25 the first part of January which is part of the league's process to turn in the entire
26 agreement with all their backup material. Ms. Delgado noted that it was mentioned at the
27 last meeting that it would take approximately a week to get this done, and she said that
28 is true, however she could not start one league with an agreement in the middle of their
29 season nor could she ask someone to take it on immediately and have to abide by
30 everything that was on the agreement without providing them with an opportunity to
31 review and ask questions, and make sure they were in compliance. She said this is why
32 the wait took the entire year. She said there are associations and leagues that start the
33 first of January and were missed already. Ms. Delgado said she wants to make sure the
34 Board is satisfied with all the information. She said Legal is reviewing the document and
35 adding the additional legal language and all the highlighted items are ok to ask.

36
37 Ms. Schuller asked on item 1-J regarding background checks, what does ... providing a
38 list of names if necessary... mean. Ms. Delgado said this is asking the organizations
39 require coaches to pass a background check and be able to provide a list of those should
40 staff ask.

41
42 Chair Harrison asked if there is a way to put in the agreement that a uniform background
43 check is being used on service across leagues. Ms. Delgado said years back, there was
44 a uniform check but have since gotten away from that. She said a staff member is being
45 sent to a training to see whether this will be feasible.

1 Ms. Schuller asked if it would be wise to put a time frame on when financial reports are
2 being provided. Ms. Delgado said this is something being asked of legal to find out what
3 timeline to use and what format. Once answered, it will be placed in the agreement as
4 well.

5
6 Chair Harrison asked if staff is asking for action. Ms. Delgado said Board can wait until
7 the agreement is in final form, with legal questions and/or comments on there. She will
8 invite Legal to be present for any additional questions the Board may have. She said she
9 wants to make sure the Board is comfortable with the agreement that is sent forward.

10
11 Mr. Engle asked, pertaining to issues brought forward by Mr. Ramos in the previous
12 Board meeting, what would a parent's final course of action be, if the parent felt their
13 complaints were being dismissed, would it be to come to the Parks and Recreation
14 Advisory Board. Ms. Delgado said this would be in the Board's purview. Mr. Engle asked
15 if this would be written in the agreement. Ms. Delgado said staff will make sure it is clear
16 in the agreement, and it is stated in the Fees and Charges Policy as well.

17 18 **7.2 Community Pool Design (Board Input)**

19
20 (Note: A public input meeting on the new 50-meter community pool design preceded the
21 Parks and Recreation Advisory Board meeting of October 17, 2019. A presentation of
22 the community pool design was presented by Ms. Kelly Heyer of ASA Architects. The
23 following input was made following the presentation.)

24
25 In reference to the presentation of the 50-meter community pool design, Mr. Montgomery
26 questioned if there is anything that can be done to prevent the public from mixing with
27 the competitors during the middle of the competition (far northern lanes). Ms. Heyer said
28 USA Swimming regulates competitions and requires spectators and athletes stay
29 separated. Mr. Jake Gutierrez, Recreation Manager of the Regional Aquatic Center,
30 added that they also have theater like rope available to redirect flow in addition to staff.

31
32 Chair Harrison asked on the aspect of revenue, what is being looked at daily for fees for
33 the daily swimmer, time and services of what this facility will be open, in comparison to
34 the existing facility and practices. Mr. Gutierrez said in the initial presentation, there was
35 a proposal looking at programming and estimated costs. The daily fees to the individuals
36 that are lap swimmers, fees are proposed to stay the same. The lap swimming fees to
37 swim teams or other participants would be in line with what's going on in the national
38 scene and still be a fair comparative fee to what NMSU charges. Mr. Gutierrez said the
39 only significant change in price would be lap lane rates for rentals.

40
41 Chair Harrison expressed to staff to think about having a league agreement for the
42 multiple swim teams.

43
44 Ms. Schuller asked what kind of marketing is behind this community pool since it will
45 essentially be in competition with NMSU, trying to draw those outside people that utilize
46 NMSU to then come to this pool. Chair Harrison asked if Visit Las Cruces has someone

1 lined up for the swimming facility, like they have Ed Carnathan for softball/baseball. Mr.
2 Catanach responded Mr. Carnathan would probably be the salesperson scouring the
3 region trying to get meets as well as the opportunity for the local swim teams to set up
4 meets, and staff to put on local meets. Mr. Catanach said staff is also thinking of all the
5 programming opportunities that can be done. Mr. Catanach stressed the pool is a 50-
6 meter community pool and may be more important than the competitions that come in.

7
8 Mr. Guzman asked how popular the swim teams are locally and statewide. Mr. Catanach
9 said there is Las Cruces Aquatic Team (LCAT), Wild West Aquatic Club, and Las Cruces
10 High has a team, that currently uses Frenger Pool. Mr. Catanach said he thinks there is
11 room for NMSU and this pool and will give the sport a chance to grow.

12 13 **7.3 Parks and Recreation Youth Board Logo – Robert Nunez**

14
15 The Board was provided a copy of a proposed logo for the Parks and Recreation Youth
16 Board. Mr. Nunez informed the Board he worked with four of the Youth Board members
17 to create this logo in trying to brand the Youth Board. He said the words on the logo –
18 Engage Excite Empower – is what they want from the Youth in our community. He said
19 this is something to move forward with Board’s recommendation to get out in Facebook,
20 Instagram to all the youth of the community.

21
22 Ms. McClure asked in what capacity will logo be used for. Mr. Nunez said a poster,
23 table display, shirts – anywhere and everywhere to let it be a voice for the youth of our
24 community. Ms. McClure expressed the logo is text heavy for a shirt and could be
25 consolidated, and possibly Ziggy might need to go. She said there could be different
26 options depending on what the use is, especially if thrown upon social media, the text
27 will be nixed out of the algorithm.

28
29 Ms. Delgado said comments will be considered and will revise logo and bring back in
30 November for final recommendation of the Board.

31 32 **7.4 Veteran’s Park Monthly Update Report for Veteran’s Advisory Board** 33 **– Sonya Delgado**

34
35 Ms. Delgado informed the Board the Veteran’s Advisory Board would like for her to
36 provide a monthly report for them on Veteran’s Memorial Park. She just wanted the Parks
37 and Recreation Advisory Board know so they would be aware any reports she gives to
38 the Veteran’s Advisory Board will also be reported to them. Ms. Delgado also added that
39 there was a land swap with Eddie Binns for the land north of Veteran’s Memorial Park
40 and so now a parking lot will be brought in. Staff will be working with Public Works in the
41 near future on this project and will bring forth information as this moves forward. Ms.
42 Delgado said this parking was part of the Veteran’s Memorial Park Master Plan which
43 will be going to Council in November.

44 45 **8. Staff Member Comments**

1 Ms. Mathews informed the Board that she and Mr. Catanach were afforded the
2 opportunity to go to the National Recreation and Park Association (NRPA) Annual
3 Conference in September and it was very enlightening, very inspiring, quite exciting with
4 over 8,000 participants. She said many different topics were discussed, a lot of which
5 are talked about here such as green infrastructure, public participation, engaging the
6 public in our projects. She thanked her colleagues and Ms. Delgado for affording her
7 the opportunity to attend.

8
9 Mr. Catanach informed the Board October is the busy month for Parks and Recreation
10 programming. He said the Pumpkin Palooza was held October 10 with over 500 in
11 attendance. On October 26 will be the Pumpkin Splash Patch at the Regional Aquatic
12 Center. On October 27 is the 14th Annual Great Pumpkin Candy Drop. This year Frank
13 O'Brien Papen Community Center will have a Haunted Tour of their facility and are
14 already sold out.

15
16 Mr. Catanach said bringing a 50-meter pool to our community gives us the opportunity
17 to have a City of Las Cruces recreational swim team and hold recreational meets for our
18 youth to get them going and is a great opportunity.

19
20 Mr. Catanach added this is a busy time for youth basketball which is the biggest youth
21 league of the year. Adult sand volleyball is going on right now with 62 teams, 10 players
22 per team.

23
24 Mr. Catanach said he just wants to thank his staff for the great stuff they do and thanked
25 Cathy Mathews for being a good travel companion to Baltimore.

26
27 Mr. Nunez reported Keep Las Cruces Beautiful just recently had Toss No Mas with over
28 600 volunteers, with eight commercial roll offs throughout the city which he understands
29 are overflowing. He said this is very positive for our communities.

30
31 Mr. Nunez informed the Board that he and his staff will be attending a conference with
32 the Lt. Governor Morales to discuss out of school time and the importance of that
33 program for all communities.

34
35 Mr. Nunez informed the Board on October 24 the After-School Programs will be having
36 what is called Lights on After School, with events at activities at the eight After School
37 locations. At the A. Fielder Memorial Safe Haven, the Weed and Seed program and the
38 teen program will be joined by some partners and families for activities, from 6 p.m. to 8
39 p.m. Mr. Nunez said with the school year started, staff tries to keep youth as active as
40 possible in a safe environment.

41
42 Ms. Delgado informed the Board October is very busy. On the park side, the Whole
43 Enchilada softball tournament was held two weekends ago with over 270 teams who
44 played 24 hours, over 500 games. A kudos was received from the tournament director
45 today. Another tournament is coming up, a couple more before the year ends, and will
46 pick it back up with league agreements.

1
2 Ms. Delgado added park staff assisted with the Country Musical Festival, set up, man
3 the entire weekend, and take down.

4
5 Ms. Delgado said all the sections of Parks and Recreation are extremely busy and are
6 doing a fantastic job. She said she is extremely proud of staff and grateful to be part of
7 this team.

8
9 Ms. Delgado informed the Board Parks and Recreation is highly involved with the Public
10 Art Master Plan because they do utilize our facilities. She said a survey was done and
11 from one of the questions, there were quite a few people that want to see more art in
12 public spaces, and they want the art in parks. Ms. Delgado said our department is in this
13 also because of memorials such as Veteran's Park and with the one starting up with the
14 First Responders, and we have contractors who are building parks and adding art
15 elements. Because of all this, Ms. Delgado is very involved with the Public Art Master
16 Plan. She said she will send a link to the Board so they can review the plan. She will
17 also send some of the pages that talks about Parks and Recreation. She said the Parks
18 and Recreation Advisory Board are also mentioned because they will be overseeing and
19 making sure what art works or doesn't work. She informed the Board the two other
20 Boards that will work closely with them are the City Art Board and the Veteran's Advisory
21 Board.

22
23 Ms. Delgado informed the Board she sent them a link of the customer survey. She said
24 there have already been over 1,600 responses. She added this survey isn't exactly what
25 staff was looking for in the very beginning, so may follow with another survey.

26
27 Ms. Delgado informed the Board the Go Bond East Mesa Complex will be brought before
28 the Board in November to give them the concept idea for this area. She said community
29 input meetings will be held which the Board will be a part of.

30
31 Ms. Delgado informed the Board other Go Bond contracts are going to City Council for
32 approval at the November 4 meeting.

33
34 Ms. Delgado updated the Board on the skate park. It will either be updated and
35 renovated or get a new facility and creating skate stops with art pieces. A meeting was
36 held with the skaters, and staff will have someone come on board to review the existing
37 facility and let staff know what it would look like if renovated and what it would cost.

38
39 Ms. Delgado informed the Board she will be going to a training in November with NRPA
40 on how to put together a Friends in Parks and Rec Board Coalition, what to look for,
41 avoiding the pitfalls.

42
43 **9. Board Member Comments**

44
45 Chair Harrison reiterated with the 50-meter pool, everyone is thinking swimming,
46 swimming, swimming, but it's community first and the aspect of events, swim clubs,

1 triathlon clubs, running clubs, tons of different things the pool can be used for the
2 community first.

3
4 Mr. Guzman thanked staff and Board members for their fantastic job and said keep up
5 the good work. He said he has been on the Board for a long time and has seen Parks
6 and Recreation grow and get better and better.

7
8 Mr. Engle said, regarding skate parks, that he has run into people that like the idea of
9 skate spots.

10
11 Mr. Engle said he was discussing with his colleagues how children are suffering from
12 obesity these days and would like to say that Parks and Rec is a great place for youth to
13 get outside and be active to not fall into those health traps.

14
15 Ms. McClure is sad that she missed the Haunted Tour. Chair Harrison added that
16 something that has been discussed and the Board has not done is to have a Board
17 meeting at some of Parks and Rec's different facilities.

18
19 **10. Adjournment**

20
21 Ms. Schuller moved to adjourn meeting, seconded by Ms. McClure. There was no
22 discussion. Motion carried unanimously. Meeting adjourned at 7:20 p.m.

23
24
25
26
27 _____
Hazel Nevarez, Recording Secretary

Robert Harrison, Chair

CITY OF LAS CRUCES
PARKS AND RECREATION DEPARTMENT
2019-2020-2021 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 business 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
- Special Events
- Aquatics
- Teen Programming
- Summer Recreation
- Therapeutic Dances
- Safe Haven

2. PARTIAL COST RECOVERY *

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

Program Examples:

- Youth Classes
- Youth Athletics

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*

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:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Meerscheidt Recreation Center ▪ East Mesa Recreation Center ▪ Volleyball Court ▪ Soccer Complexes ▪ Maag Complex ▪ Regional Aquatic Center (RAC) ▪ Triviz Multi-Purpose Path | <ul style="list-style-type: none"> ▪ 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/Metro Verde Splash Pad/Interactive Fountain
- Harty Complex
- Paz Complex
- Lions Park
- Young Park
- Four Hills Park
- Pioneer Women's Park
- A. Fielder Memorial Safe Haven
- Plaza de Las Cruces
- Archery Range/Remote Control Airport
- WIA Building
- Butterfield Shooting Range

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).

PARKS AND RECREATION DEPARTMENT GUIDELINES FOR THE DISTRIBUTION OF CITY STIPENDS

Purpose: To provide guidelines and criteria for the distribution of City funding/stipends to local recreational youth leagues or organizations/associations. The funding is intended to be used to lower the cost of participation for local youth participants. This partial funding is to be used to assist with the operational costs of the program/activity. The youth league or organization/association must provide proof of financial need and community benefit.

Well established, financially sound youth/adult leagues, organizations/associations, tournament/traveling teams, and non-local residents will not qualify.

Resolution No. (XX-XXXX)

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, 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 ensure 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
- Youth 3-17 years of age
- Adult 18-59 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 POOL/WEIGHTROOM 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. 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) at an admission fee of \$1.00. This program is a six-month program and does not apply to fitness classes.

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 specifying the need for water, land therapy, 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 a maximum of 80 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, A Fielder Memorial Safe Haven, Regional Aquatic Center, WIA building 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. Deadline for arrangements and payment is ten business days prior to the date of usage. Otherwise, the reservation will be terminated.
- Group sports in the gymnasium reservations are taken on a first-come, first-served basis.

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 Manager approval.
- B. Drugs: No illegal drugs are allowed on City property.
- C. Smoking: No smoking or vaping, including e-cigarettes, 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, **by permit application, in writing** to the Department a minimum of ten business days 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 business 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 Parks and Recreation Department ten business days in advance of the requested date. 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. (Permitting is now being done by Parks & Recreation).
4. **Requests for the use of water holding structures like, but not limited to: Las Cruces Dam and Tee Time will need the prior approval of the Public Works Department before a Park/Facility application can be approved and permitted.**
5. 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.
- j. **Apodaca Park, Desert Trails Park, Johnson Park, Women's Pioneer Park, Veterans Memorial Park, and Young Park will require a deposit fee of \$250.00.**

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 upon approval of permit. 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.* If Insurance is not received, event will be cancelled.

SPECIAL EVENTS REQUESTS

Special Event requests must be submitted a minimum of 30 days in advance by filling out a Facility/Park Use Permit Application and turning it into the Department.

The following information /documentation must be submitted along with the Facility/Park Use Permit Application:

1. On annual basis 30 days prior to a special event, submit a detailed financial statement covering funds received and expended for the event's previous year

event or program. The City of Las Cruces may also require and audit at the organization's expense in cases where the City of las Cruces provides funding or direct support.

2. ~~30~~ 10 business days prior to a Special Event, submit proof of insurance for the upcoming event for the required amount. If insurance is not submitted, permit will be cancelled.

SPORT FIELD REQUESTS

Sport field requests for tournament play may be submitted at the November League Meeting, the Wednesday the week before Thanksgiving, for the coming year up to January 15. Sport field requests for league play may be submitted any time after January 15. (If you are a new requestor, sports field requests will be reviewed on a case by case basis depending on field availability.)

1. On annual basis 30 days prior to a Sports 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 the previous year event. 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.
2. Tournaments will not be approved if they are in association with league play. For example, submitting a permit for tournament play in order to complete league play will not be approved (masking permits as tournaments to finish league play).
3. If you are a new league (not established) or you are an organization not in "good standing", a 50% payment will be due upfront once permit has been approved. This payment is nonrefundable ~~but~~ and will be applied to your overall rental fee. All tournaments will require a \$250.00 deposit upon approval of permit.
4. 30 days prior to a ~~sports sporting~~ event, submit proof of insurance for the upcoming event for the required amount.
5. All Organizations, Leagues and Field Users (including point of contact and league office) that do not reside within City limits will have to pay a Non-Resident Fee and will require a \$250.00 deposit upon approval of permit. This payment is non-refundable and will be applied to your overall rental fee. A post office box will not be allowed as proof of local residency.
6. All organizations will be responsible for collection of event camping fees at tournaments.

Definitions:

- a. **Tournaments** - A tournament will be classified as a tournament if it carries a minimum of fifteen (15) teams which includes local and outside area participants

or leagues. Tournaments must be sanctioned by the local, state, or national sports sanctioning body.

- b. **Established Organizations/Leagues** - An organization/league which has utilized City of Las Cruces facilities as an organization/league for three (3) or more years.
- c. **Outside League or Organization** - A team, league, or entity outside the immediate umbrella of an established league or organization which is requesting field use to hold a tournament. For example, this could be a team or organization from another association, city or state.
- d. **Good Standing** – An established league or organization that has paid field request fees within the two (2) weeks, after being invoiced after the event. They should have also submitted their insurance requirements thirty (30) days prior to the event and followed permitting guidelines outlined in this policy on a consistent basis. Period of “good standing” = three (3) years or more.

PARKS AND RECREATION ADVISORY BOARD AUTHORITY OVER LEAGUES/ORGANIZATIONS THAT UTILIZE CITY FIELDS AND/OR FACILITIES

Purpose: To provide guidance to local recreational youth/adult leagues or organizations that utilize City fields and/or facilities. To provide an independent, non-biased committee that has the authority to review league/organization procedures, act as an appellate body for player/coach/parent/spectator suspensions, review financial records and recommend (or require) changes to league/organization operations.

Resolution No. (XX-XXXX)

FISHING

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. Splash pads and interactive fountains are not bodies of water in which swimming can be conducted. All posted rules must be followed for safety purposes.

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, DRONES

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, Plaza de Las Cruces 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 with an endorsement page.
4. **FEES:** Vendor agrees to pay the City of Las Cruces \$60 monthly fee. 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.
5. **TAXATION CERTIFICATE MUST BE ON FILE.**

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 **Park/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, Apodaca 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 with an endorsement page.

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, sports, and golf opportunities.* 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. Applications deadline for gardeners will be accepted beginning February 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 (program garden)
- 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 quarterly (every three months).

PARK OPENING AND CLOSING HOURS

1. City parks may be open from 5 am – 9 pm, March 1 to October 31 (summer hours), and 6 am – 7 pm November 1 to February 28 (winter hours), 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. 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.
 - a. Advertisements will be offered through personalized display opportunities at designated Parks and Recreation facilities.
 - b. 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
2019/2020 FEES & CHARGES/FACILITY USE SCHEDULE**

I. GENERAL RECREATION PROGRAMS

General Instructions:

Program	Session	FY 18/19/20	FY 19/20/21
Fitness/Circuit Training	1 class	\$2.00	\$2.00
Fitness Punch Card	30 visits	\$48.00	\$48.00

60+ Fitness Punch Card	30 visits	\$30.00	\$30.00
MRC Activity Punch Card (not for rentals)	34 visits	\$30.00	\$30.00
Indoor Cycling	1 class	\$2.00	\$2.00
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	\$45.00
Gymnastics - Tumble/Cheer	8 classes	\$45.00	\$45.00
Adult Dance	8 classes	\$40.00	\$40.00
Racquetball Court Rental Pass	6 visits	\$20.00	\$20.00
Racquetball	1 hour/court	\$4.00	\$ 4.00
Pickleball Court Rental (MPR)	1 hour/court	\$10.00	\$10.00
Racquetball Court Rental	1 hour/court	\$10.00	\$10.00
Racquetball/Pickle ball Racquet Rental	1 racquet	\$1.00	\$ 1.00
Teen Dance	1 admission	\$3.00	\$3.00
Teen Splash	1 admission	\$1.00	\$1.00
Water Cycle Class	1 class		\$5.00
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 – 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 Reprint Fee	ALL	\$5.00	\$5.00
Towel Fee	1 each	\$1.00	\$1.00
Copy Fee	Per copy	\$.50	\$.50
Open Session Basketball/Volleyball/Skate	Daily Fee	\$1.00	1.00
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
After School Program (Registration will be accepted based on availability; a prorated fee may be assessed. A 10% discount will be applied if program fee is being paid in full prior to first day of program.)	Per Semester	\$400.00	\$400.00
Summer Recreation Program	Per Session	\$200.00	\$200.00 \$150.00
Spring Camp	Per Session		\$75.00
Spring/Winter Camp	Per Session	\$100.00	\$100.00

Program	Session	FY 18/19	FY 19/20
Camp Daily Drop-In Fee	Per Day	\$20.00	\$20.00 \$15.00
Pre or Post Program Fee	Per Session	\$10.00	\$10.00

~~*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 18/19/20	FY 19/20/21
Adult Volleyball*	9 games	\$250.00	\$250.00
Adult Basketball*	9 games	\$465.00	\$465.00
Camp Daily Drop-in Fee		\$ 20.00	\$20.00
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
Youth Sports Leagues (City) - with Jersey**	8 games	\$45.00/child	\$45.00/child
Youth Sports Leagues (City)- without Jersey**		\$35.00/child	\$35.00/child
Sports Tournament – Adult (City)*		\$200.00	\$200.00
Sports Tournament – Youth (City)**		\$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
Cheer - with Jersey	8 classes	Returning \$35	Returning \$35
Cheer – without Jersey		New \$45.00	New \$45.00

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

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

Pilot Program Process:

The Parks and Recreation Department will have the authority to research and pursue new and innovative ~~revenue sources services~~ by utilizing new and creative programming or single event activities for all ages and abilities. ~~Staff will set fees based on Council's direction concerning rates of recovery.~~

Special Events:

Program	Session	FY 18/19/20	FY 19/20/21
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 18/19/21	FY 19/20/21
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 18/19/20	FY 19/20/21
Infant	0-2 years	Free	Free
Youth	3-17years	\$2.00	\$2.00
Adult	18-59 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 18/19/20	FY 19/20/21
Infant	0-2 years	Free	Free
Youth	3-17 years	\$50.00/30 punch	\$50.00/30 punch
Adult	18-59 years	\$50.00/30 punch	\$50.00/30 punch

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

Amount of Group	FY 18/19/20	FY 19/20/21	Guards on Duty
Swim Meet (Entire Pool)	\$200 / hr	\$200 / hr	4 Guards

Rentals will be based on overall demand (public use) and safety window of opportunity (amount of daylight). *Swim Team Rentals as per agreement.*

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 18/19/20	FY 19/20/21
Children's Triathlon and Races	1 race	\$15.00	\$15.00

Daily Fees:

	Age Group	FY 18/19/20	FY 19/20/21
Infant	0-2 years	Free	Free
Youth	3-17 years	\$3.00	\$3.00
Adult	18-59 years	\$4.00	\$4.00
Senior	60+ years	\$3.00	\$3.00
Child Watch Fee (Parent/Guardian 18+)	N/A	\$1.00	\$1.00

30 Punch Admission Card / Open Swim

	Age Group	FY 18/19/20	FY 19/20/21
Infant	0-2 years	Free	Free
Youth*	3-17 years	\$80.00/30 punch	\$80.00/30 punch
Adult*	18-59 years	\$110.00/30 punch	\$110.00/30 punch
Senior*	60+ years	\$80.00/30 punch	\$80.00/30 punch

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

Swimming Lessons:

Program	Levels	FY 18/19/20	FY 19/20/21
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)		\$200.00/30 hours	\$200.00/30 hours
Lifeguarding Instructor (LGI) Does not include books		\$195.00/26 hours	\$195 200.00/26 hours
Water Safety Instructor (WSI) Minimum age 16 years. Does not include books		\$190.00/15 hours	\$190 200.00/15 hours
Be A Guard WSIA & Guard Start (Working at Pools) Minimum age 15 years. Must have passed Level 3		\$95.00/15 hours	\$95.00/15 hours

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

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

Amount of Group	Guards on Duty	FY 18/19/20	FY 19/20/21
Plus Sound System		\$20.00/hr	\$20.00/hr

Rentals: (Party Area)

Area	FY 18/19/20	FY 19/20/21
Party Room/Wet *	\$100.00/3 ½ hours	\$100.00/3 ½ hours
Private Use-190 Maximum Capacity, Includes Guards/fees, Friday, Saturday, Sunday only	\$400/2 hrs	\$400/2 hrs

III. FACILITIES RENTAL

Community Gardens *

	FY 18/19/20	FY 19/20/21
Jardin de Esperanza	\$15.00/plot	\$15.00/plot
Gomez Community Garden	\$15.00/plot	\$15.00/plot
Sage Community Garden	\$15.00/plot	\$15.00/plot

*Munson Garden (program)

Meerscheidt, Frank O’Brien Papen Center, East Mesa, A. Fielder Memorial Safe Haven, and WIA Building (weekend rates only and/or after normal business hours):

Rental Area	FY 18/19/20	FY 19/20/21
WIA Building	\$40.00/hr	\$40.00/hr
Multi-Purpose Room/or Dining Room	\$40.00/hr	\$40.00/hr
Class Room	\$30.00/hr	\$30.00/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
Gymnastic Rental Package (East Mesa)-instructor & equipment	\$50.00/hr plus room rental	\$50.00/hr plus room rental
Sand Volleyball Courts includes use of commercial net system – setup & teardown (Meerscheidt Rec Center Only)	\$250.00 per day \$40.00 per 2hr time period per court	\$40.00 per 2hr time period per court
Sand Volleyball Courts (per day) includes non-commercial net only (Meerscheidt Rec Center Only)	\$35.00 per court \$40.00/day per court	\$40.00/day per court

Frank O’Brien Papen (weekday operations only):

Rental Area	FY 18/19/20	FY 19/20/21
Class Room	\$15.00/hr	\$15.00/hr
Dining Room (Kitchen not included)	\$25.00/hr	\$25.00/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
Game Room Rental – includes use of equipment	\$40.00/hr	40.00/hr

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

Rental Area	FY 18/19/20	FY 19/20/21
Multi-Purpose Room Team Rental	\$10.00/hr	\$10.00/hr
City League Team Practice/Rental Card	\$50.00	\$50.00/6 sessions \$65.00/8 sessions
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	\$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. East Mesa & A. Fielder Memorial Safe Haven will primarily be for youth programming.

IV. FUNDRAISING RENTALS

- a. Nonprofit organizations that are holding an event / tournament that are not Co-Sponsored by the City of Las Cruces will incur fees.
- b. Non-profit / for profit fundraising exclusive use events of an entire park may 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 in addition to the rental fees assessed.
- 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. **Additional electric panels will need to be coordinated and approved through the City's Public Works Department/Facility section. A separate fee will be assessed.**

V. MERCHANDISE

Merchandise	Amount Requested	FY 18/19/20	FY 19/20/21
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

Earplugs	Each	\$3.00	\$3.00
Nose Clips	Each	\$3.00	\$3.00
Head Phones	Each	\$3.00	\$3.00
Swim Cap (Latex)	Each	\$4.00	\$3.00
Swim Cap (Silicone)	Each	\$5.00	\$5.00

VI. PARK PERMIT FEE

Facility Requests	Number of Hours/Day Fee	FY 18/19/20	19/20/21
Park/Trail area/section	4	\$50.00	\$50.00
Parking Lot Fees – half lot	4		\$100.00
Parking Lot Fees – entire lot All parking lot rentals will require a Traffic Control Plan (TCP) for the Event from Public Works.	4		\$200.00

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

Sport/Age Group	FY 18/19/20	FY 19/20/21	
		Resident	Non-Resident
Recreational Youth Baseball/Softball/Soccer/Football (Local – 17 years and under)	\$0	\$0	\$0
Select Youth Baseball/Softball/Soccer/Football (Non-Local* – 17 years and under)	\$10.00	\$10.00	\$20.00
Adult Baseball/Softball	\$25.00	\$25.00	\$50.00
Adult Football/Soccer	\$20.00	\$20.00	\$40.00
Senior Softball/Baseball (Local)	\$12.50	\$12.50	\$25.00
Adult Tournaments (up to 12 hours)			
4 Field Complex	\$600.00	\$600.00	\$1,200.00
3 Field Complex	\$450.00	\$450.00	\$900.00
Single fields	\$150.00	\$150.00	\$300.00
High Noon #1 – 5, #11 - 12	\$500.00	\$500.00	\$1,000.00
Burn Lake	\$300.00	\$300.00	\$600.00
Provencio Van Dame	\$300.00	\$300.00	\$600.00
Soldados	\$200.00	\$200.00	\$400.00
Apodaca Baseball	\$200.00	\$200.00	\$400.00
Youth Tournaments (up to 12 hours)			
4 Field Complex	\$200.00	\$200.00	\$400.00
3 Field Complex	\$150.00	\$150.00	\$300.00
Single fields	\$50.00	\$50.00	\$100.00
High Noon #1 - 5, #11 - 12	\$250.00	\$250.00	\$500.00
Burn Lake	\$150.00	\$150.00	\$300.00
Provencio Van Dame	\$150.00	\$150.00	\$300.00

Soldados	\$100.00	\$100.00	\$200.00
Apodaca Baseball	\$100.00	\$100.00	\$200.00
Field Service Fee Per Game/Per Field (Complete Service)	\$ 80.00	\$ 80.00	\$160.00
Field Service Fee Per Field/Per Game (Touch Up)	\$ 24.00	\$ 24.00	\$ 48.00
Service Fees for: Pedestrian Barricades, Temporary Fences, or Goal Transportation		\$250.00 each per set up	\$500.00 each per set up
Practice Field Fees: Practice space can be reserved for the following fields as available: Paz, Maag, Apodaca Baseball, Apodaca Softball, Burn Lake Provencio/Van Dame.	\$10.00 per hr (max 2 hrs per day, max 2 days per week)	\$10.00 per hr (max 2 hrs per day, max 2 days per week)	\$20.00 per hr (max 2 hrs per day, max 2 days per week)
Tennis Camp /Court Fee (Youth)	\$1.00 per court /per 4 hrs	\$1.00 per court/per 4 hrs	\$2.00 per court/per 4 hrs
Tennis Camp/ Court Fee (Adult)	\$5.00 per court/ per 4hrs	\$5.00 per court/per 4 hrs	\$10.00 per court/per 4 hrs
Tennis Tournament Fee (Youth) all courts	\$25.00 per 4 hrs	\$25.00 per 4 hrs	\$50.00 per 4 hrs
Tennis Tournament Fee (Adult) all courts	\$50.00 per 4 hrs	\$50.00 per 4 hrs	\$100.00 per 4 hrs

*Non-local = Non-City Resident

Sport/Age Group	FY 18/19/20	FY 19/20/21	
		Resident	Non-Resident
Camping Fees: RV/Trailer	\$10.00 per night	\$10.00 per night	\$20.00 per night
Tents	\$5.00 per night	\$5.00 per night	\$10.00 per night
Yearly Fee for League/Season			
BMX	\$1,000.00	\$1,000.00	\$2,000.00
Horseshoe Courts (Entire)	\$100.00	\$100.00 per 4 hrs	\$200.00 per 4 hrs
Horseshoe Courts (Single Court)	\$5.00/4 hr Max	\$5.00/4 hr Max per 4 hours	\$10.00 per 4 hours
Skate Park	\$50.00/4 hr Max	\$50.00/4 hr Max per 4 hours	\$200.00 per 4 hours

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/ Vendor	Month	\$5060	Month Quarter	\$50150
Parking lot reservation	4 hours	\$50	12 hours	\$150
La Placita/rental	4 hours	\$50	12 hours	\$150

IX. MOBILE CONCESSION/VENDING FEES

Mobile Concessions			FY 18/19/20	FY 19/20/20
Parks and Recreational Facility Parking Lots			\$150. Qtr. \$60 Monthly	\$150 Qtr. \$60 Monthly

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

(Fees and ~~cCharges~~ for FY ~~18/19 & 19/20 & 20/21~~)