

**Cerrillos Hills State Park, 37 Main Street, Cerrillos NM 87507**  
**505 474-0196 phone, 505 424-2206 Fax**

**Cerrillos Hills State Park Visitor Center Multi-Use Room Rental Agreement**

***Rentable Area Description***

Building is located at 37 Main Street, Cerrillos, NM 87010. *See attached map.*

- 748 sq ft room w/attached veranda and three sets of French doors
- 300 sq ft covered veranda w/2 backless benches
- 452 sq ft uncovered circular patio surrounded by apple trees w/4 benches w/back
- A small kitchenette with sink and cupboards
- 6 rectangular tables (30" x 72") and 4 round tables (60" diameter)
- 46 folding chairs
- 50 people maximum for inside and out
- 35 people maximum for indoor events
- Restrooms shared with visitors and staff of the Cerrillos Hills State Park

***Rental schedule:***

***April 1 to Oct 15***

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
10am-5pm	Closed	Closed	11am – 8pm	8am – 5pm	11am – 8pm	8am – 5pm

***Oct 16 – March 31***

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
10am-5pm	Closed	Closed	9am – 6pm	9am – 6pm	9am – 6pm	8am – 5pm

***Fees:***

The rental fee is \$30.00 per day per 19.5.6.18 NMAC. If a Special Use Permit is required pursuant to 19.5.2.37, 38 or 39 NMAC, then a \$15.00 Special Use Permit Fee is required in addition to the \$30.00 per day rental fee. Rental fees are not pro-rated for using the room less than the full day.

A cleaning/damage deposit of \$200 will be collected prior to the event. There will be pre- and post-event inspections. Any damage to the facility, inside or out, will be deducted from this deposit. Groups are responsible for setting up, breaking down and cleaning (cleaning supplies are provided). Should damage and or cleaning costs exceed the deposit amount, the signatory on the permit will be billed by New Mexico State Parks for the difference.

***Reserving:*** Reservations can be made for the facility from 15 days to six months in advance. To make a reservation, call the park at 505 474-0196 or e-mail [sarah.wood@state.nm.us](mailto:sarah.wood@state.nm.us). Include the date and times you want to reserve the room and a way to contact you. Reservations are first-come, first-serve.

Once the Responsible Party has initiated a reservation, the Responsible Party has 10 days to return a completed reservation packet for approval by the State Parks Division (Division). A reservation packet consists of:

- this Rental Use Policy signed and dated;
- a check for the appropriate amount; and
- if required pursuant to 19.5.2.37, 38, or 39 NMAC, a completed, signed, and dated Special Use Permit application.

If the packet is not returned within 10 days, the reservation will be cancelled.

### ***Refunds and Cancellations***

**There are no refunds.** If the event is cancelled due to a Park issue, a rain check for another date will be issued. If the Responsible Party cancels, the Superintendent may issue a rain check for another date at his or her discretion.

### ***Insurance***

Pursuant to 19.5.37 NMAC, if a Special Use Permit is required the Division may require insurance. If so, the Responsible Party is responsible for acquiring comprehensive general liability insurance in which the State, EMNRD, and the State Parks Division are named as co-insured, in an amount sufficient to protect the State, EMNRD, and the State Parks Division. If a Special Use Permit is required the Special Use Permit will state whether insurance is required..

### ***Parking***

There are two ADA (handicapped) parking spaces (placard must be displayed) and two regular parking spaces to the northeast of the building. Additional parking is along the right-of-way to the north, south, and east of the building.

### ***Food***

There are no cooking facilities at the park; however, there is a kitchen sink, tables, and electricity so food service is possible. No food storage is allowed at the park. Barbecue grills may be permitted with the Superintendent's advance approval.

### ***Alcohol***

No alcoholic beverages are allowed on the premises.

### ***Publicizing events***

You may not advertise that your event is hosted or sponsored by the State of New Mexico, the Energy, Minerals and Natural Resources Department, the State Parks Division, or Cerrillos Hills State Park.

Parties wishing to conduct commercial activities at the facility may apply for a concession permit through the State Parks Division.

### ***The following items are not permitted***

Confetti, glitter, piñatas, birdseed, or rice

Tacks, nails, duct tape, or similar items are not allowed to be placed on the buildings or structure

Wax candles or luminarias

Glass items or containers

Open flame cooking or heating devices may be used without prior approval of the Superintendent

Fireworks or sparklers

Alcoholic beverages

### ***Outdoor use***

The area immediately north of the room is considered part of the room rental (Refer to Map). You will be required to confine your activities to this area so that other visitors may use the southern end of the facility. Set up of chairs, tables, or other items in the area covered by wood chips is prohibited.

**Sound systems**

Limited amplification of music and sound is allowed with prior approval of the Superintendent.

**Projection**

A projection screen is available.

*I have read and understand the Rental Agreement for the Multi-Use Room at the Cerrillos Hills State Park Visitor Center. I understand any violations of the provisions of this Agreement or State Park Division rules may result in cancellation of the rental and forfeiture of all fees and deposits. I also understand that any violations of State Parks Division Rules may result in division personnel issuing a criminal citation, arresting the violator, or immediately removing the violator from the Cerrillos Hills State Park Visitor Center.*

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

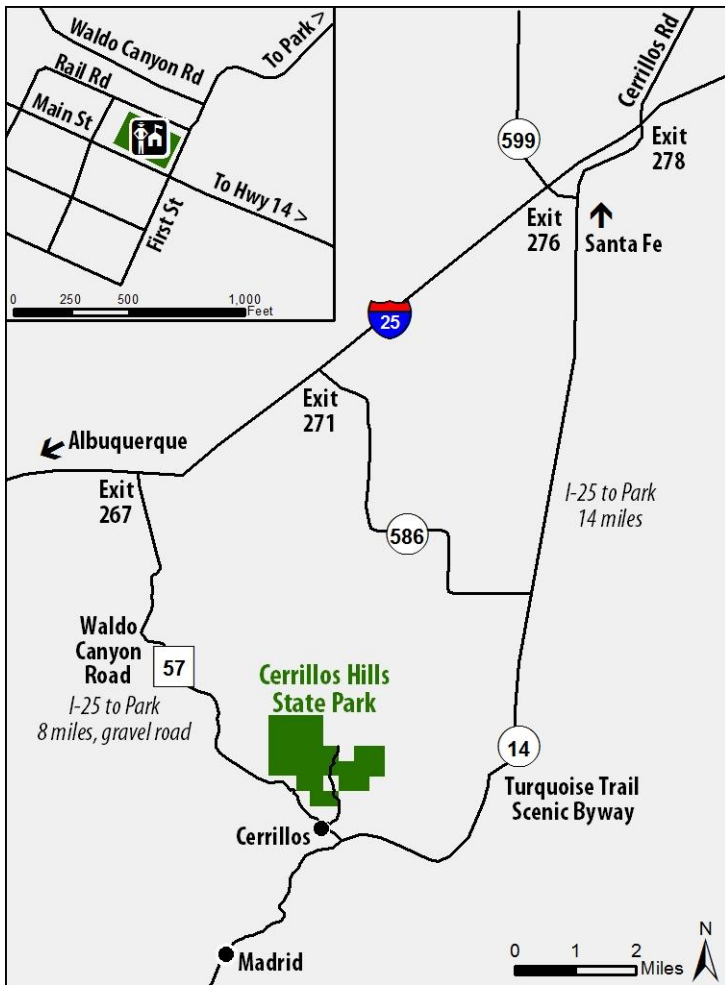
Date: \_\_\_\_\_

Exterior views of facility



Interior views of facility





Map to Visitor Center and Park

**Energy, Minerals and Natural Resources Department**  
**State Parks Division**  
**1220 S. St. Francis Dr.**  
**Santa Fe, NM 87505**  
**Telephone 505-476-3355**

**Special Use Permit**

Pursuant to 19.5.2.37 NMAC, Applicants must submit Special Use Permit Applications to the State Parks Division (Division) park superintendent/manager where the special event or public assembly is proposed at least 15 days prior to the special event or public assembly, or at least 30 calendar days prior to the special event if the special event is a regatta, motorboat or boat race, marine parade, tournament, or exhibition. Special Use Permits are valid for up to five consecutive days only. The Division may charge fees in addition to the Special Use Permit fee to cover costs of additional staff, facilities, etc. needed for the special event or public assembly. The Division may enter into an agreement with the Special Use Permittee to have the Special Use Permittee pay a fee equal to the estimated fees, such as day use fees, that individuals attending the special event would have paid in fees in lieu of such fees.

<b>Applicant name:</b>	
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<b>Address:</b>	
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<b>City/state/zip code:</b>	
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<b>Telephone number (include area code):</b>	
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<b>Facsimile number (include area code):</b>	
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<b>E-mail address:</b>	
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<b>Name of park:</b>	
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<b>Location of the proposed special event or public assembly within the park:</b>	
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<b>Date of the proposed special event or public assembly:</b>	<b>Start and end times for the proposed special event or public assembly:</b>	Start:
		End:

<b>Number of people expected to attend:</b>	
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<b>Detailed description of the proposed special event or public assembly (attach additional sheet(s) if needed):</b>

<b>Designation of the type of proposed special event or public assembly (i.e. special use, marine event, park event, etc.):</b>

**Indemnification – Applicable to Non-Governmental Applicants Only**

By signing below, Applicant certifies if the EMNRD State Parks Division grants a Special Use Permit to Applicant, Applicant shall defend, indemnify, and hold harmless EMNRD, the Division, and the State of New Mexico from all actions, proceedings, claims, demands, costs, damages, attorneys' fees, and all other liabilities and expenses of any kind from any source that may arise out of a Special Use Permit's performance that may arise from this Special Use Permit Application, caused by the negligent act or failure to act of the Applicant, its officers, employees, servants, subcontractors, or agents, or if caused by the actions of any client of the Applicant resulting in injury or damage to persons or property during the time when the Applicant or any officer, agent, employee, servant, or subcontractor thereof has or is performing services pursuant to the Special Use Permit. In the event that any action, suit, or proceeding related to the services performed by the Applicant or any officer, agent, employee, servant, or subcontractor under the Special Use Permit is brought against the Applicant, the Applicant shall, as soon as practicable but no later than two days after it receives notice thereof, notify EMNRD's legal counsel and the Risk Management Division of the New Mexico General Services Department by certified mail. Nothing in this section shall be deemed to be a waiver by the State of New Mexico of the provisions of the Tort Claims Act, NMSA 1978, §§ 41-4-1 *et seq.*

#### **Compliance with Laws and Rules**

**By signing below, Applicant acknowledges Applicant shall abide by all applicable state and federal statutes and rules or regulations in connection with the permitted activity.**

#### **Fee and Insurance**

**Note: In the event the permit is approved, Applicant shall submit the applicable Special Use Permit fee. If required by the Superintendent for special events, the Applicant shall also submit proof of insurance in an amount directed by the Superintendent and which shall name the state, EMNRD, and the Division as additional co-insured.**

#### **Bond**

**If applicable, Applicant may also be required to provide a bond payable to the Division Director, in an amount adequate to cover costs such as restoration, rehabilitation and cleanup of the area used, and other costs resulting from the event. Please refer to the Permit Approval Section to determine the specific amount. If a bond is required, Applicant shall provide a copy of the bond to the Division prior to undertaking any activity under the Special Use Permit. Please note: Bond and insurance requirements apply only to special events, NOT public assemblies.**

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

Applicant's printed name and title: \_\_\_\_\_