Village of Ruidoso
Parks & Recreation Department

Office Located at 801 Resort Drive Mail form to: 313 Cree Meadows Drive, Ruidoso, NM 88345
Office: (575) 257-5030 * Fax: (575) 257-3897
Dept. E-mail: parksrec@ruidoso-nm.gov

PAVILION & FIELD USE FORM

Event Name: _____ Event Date(s) & Time(s): _____

Contact Information (Print full name): _____ Email: _____

Organization/Group: _____ Address: _____

Day Phone: _____ Night Phone: _____ Other Phone: _____

Est. # of People/Teams: _____ Fees charged for participation: _____Yes _____ No Non-Profit: _____ Yes _____ No

REQUIREMENTS

☐ All rental fees are due with submission of this form.

☐ A Refundable Damage/Clean up Deposit is required and due as part of Special Event Application. (Family Use does not require a Special Event Application).

☐ Copy of liability insurance naming Village of Ruidoso as additional insured is required as part of Special Event Application and prior to use of facility.

Note: Ruidoso Municipal Schools has priority use of the White Mountain Recreational Complex per the Joint Use Agreement between the Village and Schools.

	Rental Cost	# Days	Field/Teams	Cost
☐ Kids Connection Pavilion (To be rented AM until noon or PM starting at 12:30 pm)	$40/partial day $75/day	_____ _____		_____
☐ School House Park Pavilion ___#1 ___#2 (To be rented AM until noon or PM starting at 12:30 pm)	$40/partial day $75/day	_____ _____		_____
☐ Two Rivers Park Pavilion ___#1 ___#2 ___#3 (To be rented AM until noon or PM starting at 12:30 pm)	$40/partial day $75/day	_____ _____		_____
☐ Athletic Fields (Other Use) Which fields: _____	$75/day/field	_____	_____	_____
☐ Athletic Fields/Sand Court (League/Tournaments) Which fields: _____	$20/team		_____	_____
☐ Volleyball Sand Court (1/2 Day Family Use) To be rented AM until noon or PM starting at 12:30 pm – only	$15/partial day $25/Day	_____	_____	_____

Office Use Only: Deposit rental fees to Revenue Code 05-155-30802

Payment Received ☐ **Check: #**_____ ☐ **Cash** **VOR Rcpt #** _____ **TOTAL Amount:** _____

I, THE UNDERSIGNED, acknowledge that the Village of Ruidoso Parks & Recreation Department is renting me the above facilities in good faith.

I understand that designated playgrounds cannot be solely reserved. Should inclement weather occur it is the applicant's responsibility to insure the safety of this event/rental. I also understand that there will be NO REFUNDS due to inclement weather and that the Parks & Recreation Department will make every effort to move this reservation to another available date.

I have read and understand this agreement with Village of Ruidoso and will abide by the conditions set forth by the Village of Ruidoso and the Parks & Recreation Department.

I fully understand that failure on my part to care for and clean facility may result in me being required to lose my deposit and/or pay for full costs of any damages and clean up costs, up to and including forfeiture to use Village of Ruidoso properties in the future.

_____ _____
Signature (must be over 18) Date

Staff Assisting Customer: _____ **Date Completed:** _____

Entered in Calendar: _____ **Activenet Permit #** _____

Rev. 3/26/2010