

DRAFT v10.22.2024 v2

ELDORADO COMMUNITY IMPROVEMENT ASSOCIATION, INC.

TITLE: Community Center Rental & Reservation Policy

BOARD POLICY NUMBER: _____

EFFECTIVE DATE: _____

1. Introduction

The following policy outlines the guidelines and procedures for renting or reserving the community center facilities (“Facilities”) owned and managed by the Eldorado Community Improvement Association, Inc. (ECIA). Portions of the community center are available for rental by ECIA members only for various events and functions, subject to the terms and conditions set forth in this policy.

2. Eligibility

2.1. Members in good standing (“MIGS” as defined in the ECIA Bylaws) who are 21 years old or older are eligible to reserve or rent the Facilities as described below.

2.2. Non-members are not eligible to rent the Facilities, except with specific permission of the ECIA Board.

2.3 Groups or organizations are eligible to rent or reserve the Facilities if sponsored by an ECIA member who qualifies as a MIGS, provided that the group or organization is not making a profit from, or marketing or promoting to others via, their use of the Facilities. Exceptions require specific permission of the ECIA Board. The sponsoring MIGS will be responsible for ensuring compliance with this policy and the other governing documents of ECIA.

3. Reservation Process

3.1. All reservations must be made through the ECIA office.

3.2. Reservations are accepted on a first-come, first-served basis, subject to availability.

3.3. A completed ECIA Community Center Facility Use Application (“Application”), along with the required deposit if necessary, must be submitted to secure the reservation. The current version of the Application will be available on the ECIA website and in the office.

4. Rental Fees, Deposits and Insurance

4.1. The schedule of rental fees, deposits and insurance requirements (“Fee Schedule”) is determined by the Board and is subject to change without prior notice. The current version of the Fee Schedule will be available on the ECIA website and in the office.

4.2. If necessary, the security deposit must be paid to the office at the time the Application is submitted to reserve the Facility. Rental fees must be paid in full at least 14 days prior to the event.

4.3. The security deposit will be returned within 2 days after the event, provided there are no damages or violations of this policy or the Application. However, the security deposit will be forfeited to the extent needed to cover any damages or additional cleaning expenses incurred during the rental period or in the event of one or more violations.

4.4. Any Member or organization required to pay a rental fee is required to provide proof of a special event liability insurance policy in the amount of a least \$1 million per occurrence, naming ECIA and HOAMCO as additional insured and as Certificate Holders, at least 14 days before the facility rental date. Serving alcohol during any event must receive the prior approval of the ECIA Board. If approved, then the Member or organization must also obtain host liquor liability coverage as part of its special event liability insurance policy. If evidence of the required special event liability insurance (and host liquor liability coverage if applicable) is not provided at least 14 days before the event date, then the reservation will be canceled, and any rental fee and deposit forfeited. Such coverage is available from Philadelphia Insurance Company (see <https://www.phly.com/products/Special-Events-General-Liability-Insurance.aspx>), or the Member may obtain a substantially similar policy that is approved by the ECIA Board.

4.5. Events open to and advertised to all ECIA members do not require payment of fees or a deposit except as listed on the Fee Schedule. Members and groups holding not-for-profit meetings open to all ECIA Members may be exempt from paying rental fees, providing damage deposits or liability insurance. Private, for-profit, marketing, and promotion events require payment of rental fees, security deposits and insurance, as listed on the Fee Schedule.

5. Use of Facilities

5.1. The public meeting rooms, Railroad Room, patio and breezeway at the community center are Facilities that may be reserved for public or private events such as meetings, parties, receptions, and gatherings. The pool, sport courts, dog park, and other active recreational amenities may not be reserved for events.

5.2. The reservation period includes setup and cleanup time. All decorations, equipment, and personal belongings must be removed from the premises at the end of the reservation period.

5.3. Smoking, vaping, **use of marijuana or other controlled substances**, open flames, and candles are strictly prohibited inside the Facilities.

5.4. Community center furnishings cannot be moved without express permission of staff, any furnishings moved with permission must be returned to their original position after the event.

5.5. Any ECIA Board, committee meetings and sponsored events, take precedence over any other reservations.

5.6. Alcoholic beverages may be served during private events, subject to compliance with local laws and regulations. Ensuring such compliance is the sole responsibility of the Member or organization holding the event. Please note that no cash bars are permitted at any time, and alcohol cannot be sold at any event. Alcohol may not be served to anyone under the age of 21 at any time. Alcohol may not be served to anyone who is visibly intoxicated. Proof of liability insurance that includes host liquor liability with a minimum policy coverage of \$5 million naming ECIA and HOAMCO as additional insured is required for events serving alcohol. Any Member wishing to serve alcoholic beverages must also sign a liability waiver accepting sole responsibility for any and all injuries and damages to the ECIA or third parties resulting in whole or in part as a result of the service or consumption of alcoholic beverages during the event.

6. Responsibilities of Facility Users

6.1. Members who reserve the Facilities are responsible for ensuring that their guests comply with this policy and the rules and regulations outlined in the Application.

6.2. Users are liable for any damages or losses incurred during the reservation period, including damages to any Facilities, equipment, or furnishings.

6.3. Following the event, the Facility must be cleaned and returned to the original state and verified by walkthrough with staff member.

6.4. Users are responsible for obtaining any necessary permits or licenses for their event, if applicable.

6.5. Firearms and all other weapons of any kind are not permitted on ECIA property at any time.

7. Enforcement

7.1. Failure to comply with the terms and conditions of this Policy may result in the cancellation of this and future reservations and forfeiture of any rental fee and security deposit.

7.2. ECIA reserves the right to deny or revoke Facility reservation and use privileges to individuals or groups who violate this Policy or engage in disruptive behavior.

8. Sustainability Guidelines

8.1 Energy Efficiency - Lighting: Use natural light whenever possible. Ensure that all lights are turned off when not in use.

8.2 Heating/Cooling: Adjust thermostats to energy-efficient settings. Keep doors and windows closed when heating or cooling systems are in use.

8.3. Recycling: Facility users must utilize designated recycling bins for metal cans, paper (no cups or plates), and plastic (empty plastic bottles and clean containers only; no compostable plastic). Glass brought to the ECIA must be removed by the facility user; glass must not go into the recycling bins. Facility users and the vendors they hire must avoid contamination by following Santa Fe County Recycling Guidelines and comply with the SF County Single-Use Plastic Product Ordinance.

<https://www.santafecountynm.gov/media/files/Sustain/SFCS-RecyclingGuidelinesFlyer-English%20and%20Spanish.pdf>

https://www.santafecountynm.gov/documents/ordinances/Ordinance_2024-06.pdf

8.4 Trash Reduction: Minimize waste by using reusable or biodegradable products. Avoid single-use plastics.

9. Amendments

8.1. The ECIA Board reserves the right to amend or modify this Policy at any time.

10. Contact Information

For inquiries regarding Facility reservation and use, please contact the ECIA office at 505-466-4248.

11. Acknowledgment

By signing the Application, Facility users acknowledge that they have read, understood, and agree to comply with this policy.

This policy is effective as of [insert effective date].