



The City of Artesia New Mexico

612 N. 8th Street (575) 748-9980 Recreation Admin Assistant
P.O. Box 1310 (575) 748-9979 Recreation Supervisor
Artesia, NM 88211-1310 (575) 748-0279 Streets and Parks Supervisor

City of Champions Complex
Rental/Usage Agreement Packet

To reserve the facility, this entire packet must be turned in to the Artesia Recreation Department with all appropriate attachments, and forms 4 weeks prior to the event. Failure to comply with these conditions will result in your event not receiving the approval of the Event Board or City Council and you will not be able to reserve the City of Champions Complex for your event.

Before you advertise your event, it is good practice to make sure that you have your event approved by the Event Board and City Council.

You may turn in the completed packet and payment to the Administrative Assistant, Virginia "Jeanie" Garcia, or the Recreation Supervisor, Jayde Burnell, at the Artesia Recreation Center.

If there is a change of date in your event, please notify the Artesia Recreation Center first so that we can verify availability, your paperwork can be updated, and this can be communicated to the properly.

*** In the event that the renter/user leaves the field/complex with damages, without cleaning up or has allowed prohibited items on the field, the \$1,000.00 deposit will not be returned. ***

City of Champions Complex
Rental Fee Schedule

Table with 2 columns: Item and Price. Items include Deposit (\$1,000.00/refundable deposit), Rental of the Football/Soccer Complex (Turf Field) (\$500.00/day), Bathroom Cleaning Fee (\$250.00/event), and Lights Fee (\$40.00/hr. per light pole).

All checks payable to: City of Artesia

*INSURANCE REQUIREMENTS: Sponsoring organization must provide to the office of the Artesia Recreation Department an insurance certificate, 4 weeks prior to event, with the City of Artesia, New Mexico and other applicable parties shown as Additional Named Insured. Minimum coverage to be as follows: \$1,000,000 Liability; \$1,000,000 Bodily Injury.

*ANTI-DONATION CLAUSE OF NEW MEXICO STATE CONSTITUTION (ART.IX, SEC. 14):

Neither the state nor any county, school district or municipality, except as otherwise provided in this constitution, shall directly or indirectly lend or pledge its credit or make any donation to or in aid of any person, association or public or private corporation.



The City of Artesia New Mexico

612 N. 8 th Street	(575) 748-9980	Recreation Admin Assistant
P.O. Box 1310	(575) 748-9979	Recreation Supervisor
Artesia, NM 88211-1310	(575) 748-0279	Streets and Parks Supervisor

City of Champions Complex

Rules & Policies

All organized group events or activities must be scheduled through the City of Artesia Event Board and approved by City Council.

For Information on this facility or to report concerns please contact:

Richard Acosta – Streets and Parks Supervisor, 575-703-2248 (cell)

Marcos “Tino” Munoz – Facility Manager, 575-513-1220 (cell)

Jayde Burnell – Recreation Supervisor, 575-513-1854 (cell)

In case of emergency or injury call the City of Artesia Police Department at:

575-746-5000 or 911

Use of field complex and amenities is at your own risk.

To ensure a safe and well-maintained facility, the following articles and activities are PROHIBITED in all City of Champions Complex areas:

- Glass of any type
- Alcoholic beverages
- Smoking and use of smokeless tobacco products
- Skateboarding, biking and in-line skating

The following are PROHIBITED on synthetic field turf areas:

- All food and beverage products, except water. This includes gum and ALL shelled seeds or nuts.
- Sharp objects such as tents, stakes, corner flags, and poles that may penetrate or damage the turf.
- Painting of turf or using tape as identifying lines on the turf.
- Portable heaters or any open flame.
- No fireworks or flammable devices are allowed.
- Grills or other open cooking structures.
- Unauthorized motorized vehicles.
- Metal cleats or high heeled shoes.
- Dogs or pets of any sort.
- Golfing or throwing activities such as hammer, shot put, discuss, or javelin.
- Suntan lotions, oils, cream of any kind.

The following behaviors are APPRECIATED from all users:

- Always lift and carry (AVOID DRAGGING) goals and equipment.
- Deposit all trash in trash receptacles provided.
- Attempt to leave facility as good or better than when you arrived.



The City of Artesia New Mexico

612 N. 8th Street (575) 748-9980 Recreation Admin Assistant
P.O. Box 1310 (575) 748-9979 Recreation Supervisor
Artesia, NM 88211-1310 (575) 748-0279 Streets and Parks Supervisor

City of Champions Complex

Check List

The following check list is a basic guideline of tasks to be completed.

Other tasks may be added as necessary.

All information on the "4 Weeks Prior to Approval for Event" must be turned in to the Artesia Recreation Department 4 weeks prior to the date of the event.

4 WEEKS PRIOR TO APPROVAL FOR EVENT

- City of Champions Complex Facilities Agreement for Use of Facilities approved by the City of Artesia.
- Copy of Insurance Policy listing the City of Artesia as the Policy Holder.
- Provide a signed Waiver, Release, and Indemnity.
- Provide a City of Champions Complex Rental Agreement completed and signed.
- Provide a signed City of Champions Complex Turf Field Usage Agreement.
- Provide a schedule for days and times for lights if lights are needed.

AFTER APPROVAL FOR EVENT

- \$1,000.00 deposit turned in to Artesia Recreation Department, separate of payment 1 week prior to the start of event.
- Payment given to Artesia Recreation Department 1 week prior to the start of event.

PRIOR TO START OF EVENT

- Walkthrough to check and inspect facilities, including fields for damages and safety hazards completed with Streets and Parks Supervisor.
- When completing walkthrough please report or note any damages or safety hazards to Streets and Parks Supervisor.

AFTER THE EVENT IS COMPLETED

- Pick up and throw all trash, equipment, etc. Leave the facility as good or better than when you arrived for your event.
- Walkthrough review of facility with Streets and Parks Supervisor to ensure there are no damages and to receive the deposit back.



The City of Artesia New Mexico

612 N. 8th Street (575) 748-9980 Recreation Admin Assistant
P.O. Box 1310 (575) 748-9979 Recreation Supervisor
Artesia, NM 88211-1310 (575) 748-0279 Streets and Parks Supervisor

WAIVER, RELEASE, AND INDEMNITY

In consideration for the approval of the Request to Use City Facilities (copy of request is attached), I,

_____, the _____ (Title)

of _____, for good and valuable consideration, do hereby (Name of Individual, Company, or Organization)

irrevocably agree to the following:

Waiver and Release of Liability and Indemnity Agreement

Waiver of Liability

To save, hold harmless, release from liability, and fully indemnify the City of Artesia, New Mexico, its officials, employees and their insurers (collectively "City") from all death, injury, loss, claims, or damage (including, but not limited to, reasonable attorney's fees and costs and expenses of litigation) which may occur to any person or property as a result of the use or occupancy of the City Facilities and/or Premises, or which otherwise may accrue as a result of such use or the occupancy, and hereby additionally waive and release the City from all such claims which may occur at any time as a result of the use or occupancy of the Facilities and/or Premises, and without respect to the identity of such person or persons affected by such death, injury, loss, claims, or damage, except only in the event that such occurrence shall be caused by the willful acts or omissions or gross negligence of the City.

I hereby further assume all of the risks of conducting this event and occupying and/or utilizing the City Facilities and premises. I further recognize that I and all attendees which may utilize the City Facilities and premises must abide by all rules and regulations for use of City Facilities/Property, and/or any other lawful order or directive of any City employee or official.

I have read the foregoing and fully understand that this is a binding Agreement between the undersigned and the City of Artesia.

Printed Name

Signature

Date



The City of Artesia New Mexico

612 N. 8th Street (575) 748-9980 Recreation Admin Assistant
 P.O. Box 1310 (575) 748-9979 Recreation Supervisor
 Artesia, NM 88211-1310 (575) 748-0279 Streets and Parks Supervisor

City of Champions Complex
Turf Field Usage Agreement

Name of Organization	
Description of Activity	
Desired Usage Dates & Times	
Representative Name & Phone Number	

*****Misrepresentation and/or unauthorized use of the City of Champions Complex is subject to revocation of future usage privileges. *****

TURF FIELD USER’S RESPONSIBILITIES

Cleanliness is paramount! Because the turf is not regenerated like natural grass, anything left on the turf remains there and poses a threat to degradation of the turf in addition to health and safety hazards. Please clean up after your activity!

Clean up:

- Users are responsible to leave the field as clean as when you arrived and ready for the next user.
- When your activity is finished, please inspect the field and remove anything left by your players, spectators, or participants such as trash, athletic tape, equipment, water bottles, etc. Have your participants or parents walk the area before leaving.
- Cleaning spills and fluids. Spills of substances other than water should be cleaned up immediately. Thoroughly rinse the area with water and avoid any slippery areas that could result in slip and falls. Contact the (Field Manager) for assistance if needed.
-

*** Please notify the Facility Manager if any area of the turf is damaged or deficient. ***

ADHERENCE TO THE RULES & POLICIES OF THE FACILITY

By signing this usage agreement, the organization acknowledges it has received a copy of the Rules & Policies of the facility and that he/she will require all participants to adhere to such rules and policies. Violation of the Rules & Policies will be reviewed by (group) and will be subject to immediate termination of the usage of the facility and any potential future use as well as a fine for the damage to the premises.

PROTECT THE TURF FROM PHYSICAL DAMAGE

Foreign objects pose physical risks to the turf’s fibers, the mat, and the rubber infill, therefore; restricting the objects and footwear are important to the integrity of the surface:

1. Footwear is restricted to molded cleats (max ½”), turf shoes, or other rubber soled athletic shoes such as cross trainers or running shoes. Metal cleats and spikes are prohibited.



The City of Artesia New Mexico

612 N. 8 th Street	(575) 748-9980	Recreation Admin Assistant
P.O. Box 1310	(575) 748-9979	Recreation Supervisor
Artesia, NM 88211-1310	(575) 748-0279	Streets and Parks Supervisor

2. Protect the turf surface from sharp or pointed edges of objects or equipment placed on the field. When goals or other equipment are moved, they should be picked up off the turf. Dragging goals and equipment will damage the turf.
3. No sharp objects that will penetrate the turf.
4. Motorized vehicles are NOT permitted on the turf (except approved maintenance vehicles).
5. All physical damage caused by negligence of the user will be charged to the user.

INCLEMENT WEATHER PROCEDURES

While using the fields, remain aware and alert for incoming weather. This is a large open area and subject to lightning and other weather-related hazards.

Any of the following may indicate the possibility of imminent lightning.

- Thunder, even without any visible lightning.
- A sudden cloudburst of enormous rainfall or hail.
- A fast-moving cold front: these often trigger thunderstorms. A change in wind direction with a sudden blast of cold air.
- Signs of highly charged air: crackling noises or buzzing in the air.

30/30 Lightning Rule

At a count of 30 seconds or less between seeing a strike or hearing thunder or signs of an approaching storm, field users are to move the entire user group off the field and into a protected environment (automobiles). Normal activity should not be resumed until 30 minutes after the last thunderclap was heard. A lightning strike within 4 miles of the complex will also follow the same procedure as above.

Other Weather

Severe weather can impact the safety of activities on the field. Rain, snow, ice, and cold fronts can alter a situation in a hurry. Keep this in consideration when deciding on a plan of action. If weather threatens the safety of the field users, consider seeking shelter until it passes or discontinue the use of the fields until a further date. The representative listed on this user agreement will be responsible for the safety and evacuation of the participants should weather develop.

X _____ Date: _____
Organization Representative

X _____ Date: _____
Event Board Representative

X _____ Date: _____
City of Artesia Representative

Decision of City Council: Approve Disapprove Date of Decision: _____

Conditions: _____



The City of Artesia New Mexico

612 N. 8th Street (575) 748-9980 Recreation Admin Assistant
 P.O. Box 1310 (575) 748-9979 Recreation Supervisor
 Artesia, NM 88211-1310 (575) 748-0279 Streets and Parks Supervisor

City of Champions Complex Rental Agreement

I, THE UNDERSIGNED AS A REPRESENTATIVE OR PERSON RESPONSIBLE FOR THE ORGANIZATION KNOWN AS _____
 HEREBY AGREE TO RENT THE CITY OF CHAMPIONS COMPLEX ON _____

FOR THE PURPOSE OF THE FOLLOWING ACTIVITIES DESCRIBED: _____

DATES	TIMES	LIGHTS	BATHROOMS (Y/N)

City of Champions Rental Fee is as follows:

Deposit\$1,000.00/refundable deposit
 Rental of the Football/Soccer Complex (Turf Field)\$500.00/day
 Bathroom Cleaning Fee\$250.00/event
 Lights Fee\$40.00/hr. per light pole

DEPOSIT \$ _____ REPRESENTATIVE _____
 RENTAL FEE \$ _____ PHONE _____
 BATHROOM FEE \$ _____
 LIGHTS FEE \$ _____
TOTAL \$ _____

I understand and have read the rental agreement and have been provided with a copy of the rules and policies.

X _____ Date: _____
 ORGANIZATION REPRESENTATIVE

X _____ Date: _____
 EVENT BOARD REPRESENTATIVE

X _____ Date: _____
 CITY OF ARTESIA REPRESENTATIVE