



INCORPORATED COUNTY OF LOS ALAMOS ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 1735

Proposed: June XX, 2025

Effective: XX,XX, 2025

USE AND RENTAL OF COUNTY FACILITIES/LANDS

I. Purpose

The citizens of Los Alamos own facilities/land that are managed by the County government. It is the goal and intention of the County that facilities be equitably available for use both in the promotion of the health, education, and general welfare of the community and as a means of enhancing civic, cultural, recreational, and intellectual opportunities.

Community property has expenses associated with its maintenance. The County recognizes the importance of considering the benefit to the community when assessing user/rental fees and remains committed to keeping such fees reasonable.

If space is requested at a County facility for which no rental fees have previously been set, careful consideration of factors such as staffing, availability, and suitability of the space will be considered in determining whether rental of that facility may be allowed.

II. Responsibility

The County Manager shall administer these guidelines and may delegate administrative details to designated department directors. Public Works and the Community Services Departments are responsible for facility reservations throughout the County.

The Community Development Department (CDD) will manage all mobile food vending and general mobile vending activities and permits within Los Alamos County, and the applicable County Code of Ordinances. CDD will issue business licenses and vending permits, coordinating with Community Services (CSD) to verify approved locations, which manages vending reservations on public property.

The Public Works Department shall manage reservations through the Fuller Lodge Reservation Office, located in Fuller Lodge. This office shall manage reservations for the Los Alamos County Airport, Golf Course Community Room, Fuller Lodge, the Betty Ehart Senior Center and the White Rock Municipal Complex except where superseded by a duly executed agreement or contract authorized by the County.

The Community Services Department shall manage reservations through the Larry Walkup Aquatic Center's front desk location to make reservations for the County Aquatic Center, the Los Alamos County Ice Rink, North Mesa Equestrian facilities, mobile vending locations, and other County outdoor fields and facilities.

The Los Alamos County Golf Course shall manage golf play reservations through the Golf Course Pro Shop or Golf Course online reservation system.

III. Policy

- A. All users of County lands and facilities are expected to treat the property with care and respect.
- B. **Applicability.** This policy applies to individuals or groups wishing to use County lands and facilities and does not apply to the County, its staff, agents, or County contractors. While rental fees are set and approved by the County, users who have agreements with the County shall be permitted to operate under said agreements notwithstanding any provision in this policy to the contrary. There are no residency requirements for renting County lands and facilities.

These guidelines, including the provisions for mobile food vending fees and mobile vending fees for library sponsored events, do not apply to the use of the County's public libraries. Use of the County's public libraries is governed by the Los Alamos Public Library's policies. Reservations for Mesa Public Library and the White Rock Branch Library are made through the front desk of the Mesa Public Library.

- C. **Priority of Use.** The following uses and users shall have priority in the listed order on the use of County lands and facilities and any other uses shall only be permitted to the extent they do not impair these uses.
 - 1) Scheduled maintenance by County Staff, agents, or County-hired contractors shall take top precedence. However, the County shall make every effort to schedule maintenance in advance and to exercise this priority only in extraordinary situations where there is a risk of harm to individuals or property. If the County exercises this priority, County Staff shall make every effort to provide the maximum possible advance notice to affected parties.
 - 2) Scheduled programs directly run by County Staff shall have priority over programs and activities run by other entities.
 - 3) Scheduled programs directly run by the Los Alamos Public Schools (LAPS), including LAPS league activities.
 - 4) Scheduled use by existing leagues and athletic organizations. Notwithstanding the preceding user priorities, the County and LAPS, shall make every effort to ensure that scheduled league activities are not "bumped" or forced to cede their use to higher priority users.
 - 5) Requests for any use that involves the exchange of goods or services for some consideration, including but not limited to the exchange of money or in-kind services ("Business Use" as further defined below) will be considered after all of the above priorities are allocated.

6) Use by the General Public. Use by the general public shall be subordinate to the above-listed uses and shall generally be permitted on a first-come, first-serve basis. However, when the number of desired users exceeds the capacity of the existing County lands or facilities, County staff shall implement a rotational system or waiting list that allows each requester an equal opportunity to access and use the County facility or land. Reservations will be permitted up to one (1) year in advance.

D. **Fees.** Fees are intended to recover a portion of the County's costs associated with the management and use of the County facilities and lands. The fees approved by the Council shall be appended to this policy.

- Appendix A contains the fees and charges for **exclusive use** of County lands and facilities.
- Appendix B contains the admission and rental charges related to County facility admittance and season passes for Los Alamos County Aquatic Center, Ice Rink, and Golf Course.

Fees and charges for use of County lands and facilities may be waived as follows:

The Department Director can provide a 25% discount per request to any non-profit company or organization, as designated by the Internal Revenue Service, that is in good standing with the New Mexico Secretary of State.

A full discount, per request, may be given to a non-profit company or organization, as designated by the Internal Revenue Service, in good standing with the New Mexico Secretary of State, by the County Manager. Requests should be made in writing no less than thirty (30) days prior to the event.

Where a reservation down payment is required for County lands and facilities, the down payment shall not be refunded if the reservation is cancelled within ten (10) days of the event.

Foster parents and children who are in the custody of the New Mexico Children, Youth and Families Department, and are residents of the State of New Mexico, shall be provided free or discounted access and use of the following:

- Walkup Aquatic Center: Free open swim, Leisure Lagoon, fun time and family swim in the therapy pool
- Los Alamos Ice Rink: Free public ice skating, roller skating and skate rental
- Los Alamos Golf Course: Discounted green fees for nine (9) holes and free golf club rentals.

E. **Insurance.** General Liability Insurance in the amount of one million dollars (\$1,000,000) combined single limit per occurrence shall name County as an additional insured and proof of such insurance shall be provided to the facility manager prior to the event.

Insurance shall generally be required for all indoor and outdoor facility users for public and/or commercial activities including alcohol dispensers. This requirement

may be waived on a case-by-case basis when the County Manager determines that the risk does not warrant requiring insurance. Questions concerning the necessity of insurance should be directed to the County Risk Manager.

Private activities not open to the public, such as weddings or events that require invitation only attendance, do not require General Liability Insurance.

F. **Business Licenses.** Business licenses will be required of vendors conducting business on County property as per County Code. Business licenses are issued by the Community Development Department located in Suite 150 of the Municipal Building (1000 Central Avenue).

G. **Permits.** Due to the wide variety of uses and spaces, permit requirements vary. The most common permits are listed here.

- 1) Temporary Use Permit – Any event or program that requires County resources, affects County land and facilities and their schedules, affects County streets or property, or may require County support to ensure safety will require a Temporary Use Permit. This includes but is not limited to the following: uses such as firewood sales; Christmas tree sales; mobile vending or mobile food vending; and outdoor fairs and carnivals. Temporary Permit applications are received by the Community Development Department (CDD) for review of zone districts and are routed to appropriate County departments for review and comment, including verification of an approved reservation by the appropriate county entity. CDD will review a complete application per Chapter 16 Development Code and approve or deny the application within five (5) days of receipt of a complete application. Time periods for approved temporary uses, including hours of operation, are assigned during review and are stipulated in the approval letter.
- 2) Training/Instruction Permit – are required for individuals who will direct, train, or instruct an activity on/in County property, where participants are paying a fee or registering for an activity. These permits are issued through the Community Services Department and are valid for one (1) year, from the date of issue.
- 3) Noise Relief Permit – Los Alamos County Code of Ordinances Sections 18-71 to 18-78 provide for acceptable noise levels and allow for a Noise Relief permit to be granted. To apply for this permit, an application must be filled out by the user, submitted to the Community Development Department, and then approved by the appropriate County Department.
- 4) LAC Facility Alcohol Use Permit – The application process for this permit is outlined in CMO Administrative Guideline 1736. Applicants must adhere to all procedural and regulatory requirements established within this guideline.
- 5) NM State Special Dispenser Permit – This permit is issued and regulated by the New Mexico Alcohol and Gaming Division. Permit holders must comply with all statutory and regulatory requirements, including but not limited to security personnel provisions, as stipulated by the governing authority.
- 6) Traffic Permit – An approved Traffic Permit is required for any activity that impedes traffic on public streets or sidewalks in the County. Such activities

include, but are not limited to construction, excavation, block parties, parades, marathons, closure of County parking lots, and movement of hazardous waste or oversize vehicles. All Traffic permits must be reviewed and approved by the Traffic & Streets Division.

- 7) Other permits – Some uses/events require permits or licenses issued by entities other than Los Alamos County, such as food permits from the New Mexico Environment Department. It will be the responsibility of the user to acquire the necessary permits and provide documentation to County staff.

H. Business Use on County lands and facilities.

Business Uses are defined as use by any individual, group, organization, or business entity that involves the exchange of goods or services for some compensation, which includes but is not limited to the exchange of money or in-kind services. Business Uses include, but are not limited to sales, rentals, services, or the provision of paid goods, services, or programs. Examples include:

- Instructional classes (e.g., health/wellness lessons, dog training, private sessions)
- Personal training instruction (e.g., boot camps, fitness instruction)
- Activities with a fee that may result in immediate or future profit (e.g., sales promotions, product demonstrations)
- All camps/clinics and fundraising events
- Park concessionaires, including mobile vendors and mobile food vendors

Instructors receiving any form of compensation are prohibited from conducting business on County property unless they have met all necessary documentation and permit requirements. For County contract Instructors, no instruction may take place outside the scope of the contract.

Per County Code, a business license is required for vendors; this includes non-profit organizations (see Los Alamos County Ordinance, [Chapter 12 - Businesses](#)).

When Business Use is included in a facility use agreement or special event sponsored by Los Alamos County, such use is covered under those agreements and is not considered Business Use for purposes of this paragraph. However, a vendor permit is required, as applicable.

Any fees subject to Business Uses are shown in Appendix A. Business Use must be suitable for the facility space and approved by the appropriate department manager.

Requisites for Approval

- a. Business Uses on County lands and facilities will be permitted only if they are consistent with the current zoning.
- b. Mobile vendors, mobile food vendors, and concessionaires shall operate only in designated areas as indicated on the County's mobile vending map and as otherwise approved by the CDD or CSD department director.
- c. Business Users of County lands and facilities shall not make any representation or imply that they or their business use(s) are endorsed

by the County, or its employees, nor shall they create the appearance of being associated with the County through business cards, or in any other manner, bearing County's name or logo.

Temporary Vendors on County lands and facilities

- a. Any person or business entity wishing to have temporary vendors at an event on Los Alamos County lands or facilities shall work with the appropriate and applicable Facility Manager, or their designee, at least thirty (30) days in advance of the event to ensure that there is enough time for requirements to be met.
- b. All vendors must adhere to the Vending Guidelines documents located on the County's website.

IV. Appeal Procedures

Any decision of the department director regarding interpretation of these guidelines may be appealed to the County Manager by filing a written notice of appeal with the County Manager within fifteen (15) days of the department director's decision. The County Manager will review the information and render a decision within fifteen (15) days. The County Manager's decisions are final.

V. Review

This document and its appendices shall be reviewed periodically by staff and approved by the County Council, as appropriate.

Prepared by: Community Services Department

Anne W. Laurent
County Manager

DATE