

Parks and Recreation Facility Rentals



If you wish to rent any of the Parks and Recreation Department facilities, please fill out the two forms below and return them to the Parks and Recreation Department: Waiver of Liability and Reservation Agreement for Corrales Sites and Facilities

Insurance

The Village requires users of Village-owned facilities for special requests, one-time events, athletic leagues, tournament play, and recreational programs provide proof of liability insurance to cover such use of the facility, with the Village of Corrales named as additional insured on the policy. Staff may determine if insurance is necessary. The proof of insurance will be forwarded to the Department Liaison no later than ten (10) working days prior to the start of the use of the facility. The amount of insurance shall coincide with the Tort Claims caps found in NMSA 1978, Section 41-4-19 (1976).

To obtain a liability insurance quote you can use a new program initiated by the Intact Entertainment Insurance.

How it works:

1. Go to gatherguard.com
2. Scroll down to "Get a Quote"
3. When prompted, enter the applicable venue ID or search for your venue
4. Use Venue Code: 0501-1810 (For all activities at the Corrales Parks and Recreation Center)
5. Use Venue Code: 0501-1811 (For all activities at La Entrada Park)
6. Follow on screen prompts to get quote

For more rental prices and exact charges please see the Rental-Event Application below.

Temporary Permits:

- (a) The Governing Body may grant temporary permits to use parks and recreation facilities for special events involving two hundred (200) or more persons or events that at the discretion of the parks and recreation director and Commission may subject the Village to increased liability.
- (b) The parks and recreation director may grant temporary permits to use park and recreation facilities for special events involving fewer than two hundred (200) persons.
- (c) The Applicant must apply for a temporary permit at least sixty (60) days in advance of the event. The Governing Body may waive any of the rental requirements for use of park and recreation facilities approved by the parks and recreation commission and Governing Body.
- (d) The Applicant shall pay all fees charged for use of parks and recreation facilities by cashier's check made payable to the Village of Corrales at least fourteen (14) days in advance of the event.

Supporting Documents

Parks and Recreation - Event and Rental Application 309.98 KB
Parks and Recreation - GatherGuard Purchasing Guide (Liability Insurance for Events) 351.16 KB