



THE CITY OF ARTESIA NEW MEXICO

511 W. TEXAS AVENUE (575) 746-3593 MAYOR
Po BOX 1310 (575) 746-2122 CITY CLERK
ARTESIA, NM 88211-1310 (575) 746-3886 FAX

CITY OF ARTESIA
REQUEST FOR USE OF FACILITIES

NAME: _____

ADDRESS: _____

PHONE: _____ CELL PHONE #/EMERGENCY # _____

TYPE OF EVENT: _____ NUMBER OF ATTENDEES: _____

DATE AND TIME OF EVENT: _____

WILL A TENT BE USED OR SET UP? [] Yes [] No If yes, have you obtained a City permit? [] Yes [] No

WILL A GRILL BE USED? [] Yes [] No

REQUEST USE OF:

ROBERTS PARK

Restrooms

Shelter

Band Shell

DAVIS PARK

BAISH PARK

JAYCEE PARK

Restrooms

N. Shelter

W. Shelter

JAMAICA PARK

OTHER (Specify) _____

CENTRAL PARK

Gazebo

GUADALUPE PARK

Gazebo

EAGLE DRAW PARK

NOTE: NO ALCOHOLIC BEVERAGES WILL BE SERVED ON CITY PROPERTY.

REQUIREMENTS: (Fees must be paid in advance of use upon Council approval)

- BARRICADES (\$30 per location)
CONES - \$5.00 per 10 cones
LARGE POWER SUPPLY - 1 available (Jaycee and Roberts Park) \$50
SMALL POWER SUPPLY - 3 available (Jaycee and Roberts Park) \$35
POWER DISTRIBUTION PANELS - 2 available (Guadalupe, Central, Jaycee and Roberts Parks) \$35
LIGHTS (Roberts Park Band Stand - \$500 deposit)
EXTRA DUMPSTERS - \$25 each
POLICE ASSISTANCE (Applicable fees applied)
STANDBY FIRE/AMBULANCE (\$102 first hour, \$76 second hour, and \$19 each fraction thereof)

\$_____ TOTAL COST FOR USE OF FACILITIES (There will be a \$200 cap on fees)
(Cap excludes Police Assistance and Fire/Ambulance Service Fees)

APPROVAL CONTINGENT UPON RECEIPT OF ALL APPLICABLE FEES, LICENSE (S) AND DEPT APPROVALS
IF YOU ARE REQUESTING A STREET CLOSURE, WHICH STREET AND WHERE ARE YOU REQUESTING THE BARRICADES
BE PLACED. CITY PERSONNEL ARE NOT RESPONSIBLE FOR SETTING UP AND TAKING DOWN OF THE BARRICADES OR
EQUIPMENT FOR THE EVENT. NOTE: CITY PERSONNEL MUST HAVE 48 HOURS NOTICE ON PLACEMENT OF EQUIPMENT.

Proof of liability insurance coverage may be required.

BY SIGNING THIS FORM, I UNDERSTAND AND AGREE TO CLEAN THE FACILITY I/WE PLAN TO USE.

SIGNATURE _____

DATE: _____

See Reverse for Dept. Approval

Department Approval:

Police Department:

Name & Title

Date

Remarks

Fire Department:

Name & Title

Date

Remarks

Parks Department:

Name & Title

Date

Remarks

Streets Department:

Name & Title

Date

Remarks

Solid Waste Department:

Name & Title

Date

Remarks

CITY OF ARTESIA, NEW MEXICO

P.O. Box 1310
511 W. Texas Avenue
Artesia, NM 88211-1310
(575) 746- 2122

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 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.

Printed Name

Signature

Date



ARTESIA FIRE DEPARTMENT

3300 W. MAIN STREET - SUITE F
ARTESIA, NM 88210
(575) 746-5051

Application for

Canopy

Tent

Event Permit

Permit No. _____

A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT

IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED.

TENTS OR CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY A FIRE OFFICIAL.

APPLICANT _____ PHONE # _____

ADDRESS _____

REASON FOR TENT/EVENT/CANOPY _____

DATES: FROM _____ TO _____

HOURS OF OPERATION _____

WILL FOOD BE COOKED OR SERVED? _____ YES _____ NO

WILL THERE BE ELECTRICITY REQUIRED? _____ YES _____ NO

(Exterior grade extension cords are required for any use outside)

SIGNATURE OF OWNER/AGENT _____

Permit Granted Date Permit Issued _____ Issued By _____

Permit Denied Remarks _____

Canopy / Tent Requirements

Provide the following information to the Fire Department before a permit can be issued:

- A site plan drawn to scale showing the location and size of the canopy / tent in regards to the building and other canopies / tents. The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
- A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory.
- A note on the submitted plans stating, “No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the canopy / tent.”
- A note on the submitted plans stating “a 4A 60BC fire extinguisher (or equivalent) will be provided and mounted no higher than 48” above finished floor to the handle.”
- Number (#) of canopies / tents and their sizes.
- If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the number of attendants.
- Occupant load signs will be printed by the Fire Department and placed at the tent entrances / exits.

Below are the Code sections from the 2009 International Fire Code for reference only.

2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:

2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).

2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.

2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.

2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.

2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or

2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the ICC *Electrical Code*.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310.

2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent, canopy or membrane structure unless approved by the Fire Code Official.