

SPECIAL USE AND RESERVATION PERMIT FOR STREETS AND PARKS  
 CITY OF ROSWELL, NM (revised 4/2015)

Approved \_\_\_\_\_  
 Date \_\_\_\_\_  
 Permit # \_\_\_\_\_

**Organization** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, ST, Zip \_\_\_\_\_

**Phone #** Day \_\_\_\_\_  
 Evening \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Date(s) Requested** \_\_\_\_\_

**Person Responsible** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**Time(s) Requested** \_\_\_\_\_

**Expected # of people** \_\_\_\_\_  
 Trash cans needed No \_\_\_ Yes \_\_\_ # \_\_\_\_\_

**Area requested** \_\_\_\_\_

**Description of activities** \_\_\_\_\_

Will a P.A. System be used? Yes \_\_\_ No \_\_\_ Refer to item #10 on back.  
 Will City streets be used, or street closure requested for this event? Yes \_\_\_ No \_\_\_ Refer to items #7 & 9 on back.  
 If yes to any of the above, this form needs to be taken to the Roswell Police Department, 128 W. Second Street for their approval.  
 If request is for a special event, this form needs to be taken to the Roswell Fire Department, 200 S. Richardson to determine the need for Fire/EMS services.

**If request is for an activity/event that needs overnight parking, be sure to pick up the additional permit form.**

I agree to abide by the regulations as set forth by the City of Roswell on the back of this form and any other items that may be listed in the comments sections below.  
 I understand that there are **no refunds**.

\_\_\_\_\_  
 Signature of responsible party

\_\_\_\_\_  
 Date

**DO NOT WRITE BELOW THIS LINE**

**For Police Use Only**

**ROUTE** Approval given for route as diagramed Yes \_\_\_ No \_\_\_

Comments concerning route \_\_\_\_\_

**Approval given For P.A. system** Yes \_\_\_ No \_\_\_

Comments concerning P.A. system \_\_\_\_\_

**Approval Given By** \_\_\_\_\_ Date \_\_\_\_\_

**For City of Roswell Use Only**

**For Fire Dept. Use Only**

If Request is for Special Event Agreement Needed

Yes \_\_\_ No \_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Cash deposit required \_\_\_\_\_ If yes, amount \_\_\_\_\_ Charges made against deposit? \_\_\_\_\_ If yes, attach list.  
 Date received \_\_\_\_\_ Date released \_\_\_\_\_

Non reservation area	_____	No charge	_____
Reserved group use area	_____	\$15.00/permit	_____
Pavilion	_____	\$40.00/day	_____
Sunken Garden	_____	1 2 \$45.00/3 hr. period	_____
Pioneer Plaza	_____	1 2 B \$25 per hour/3 hour min.	_____
Electricity and/or water	_____	E W B \$15/hookup each	_____
Designated inflatable site	_____	\$80/includes electricity	_____
next to a Pavilion	_____	\$90/includes water	_____

Overnight use permit required \_\_\_\_\_  
 Verification of liability insurance \_\_\_\_\_ Policy# \_\_\_\_\_

**Company** \_\_\_\_\_

**Comments** \_\_\_\_\_

Copy to: Organization \_\_\_\_\_ Police \_\_\_\_\_ City Hall \_\_\_\_\_ Zoo \_\_\_\_\_ Visitors Bureau \_\_\_\_\_  
 Parks Supt. \_\_\_\_\_ Streets \_\_\_\_\_ Fire \_\_\_\_\_ Community Enhancement \_\_\_\_\_  
 Other \_\_\_\_\_ FAX 575.624.6889

## GENERAL GUIDELINES FOR SPECIAL USE OF CITY STREETS, PARKS & PIONEER PLAZA

City streets, parks, Pioneer Plaza and other city property may be used by organizations for special events according to the following:

1. Organizations desiring to conduct a special event using City streets and/or parks and/or Pioneer Plaza must first obtain a special use permit from the City of Roswell Parks and Recreation Office, 1101 W. Fourth, in Cahoon Park. Requests must be made to this office, in writing, **at least two (2) weeks in advance of the date of the event**. Requests made after that time may not be processed. Permission to use City streets and/or Parks is not automatic. Some requests may take longer to process than others, so early requests by the organizations are recommended. Most requests will be handled directly by the Parks and Recreation Office, however, some requests may be forwarded to the Civic and Convention Center Director and/or the City Manager for approval due to the nature of the request.
2. Information needed to issue a permit may include the following; date, time, spectator and participant safety, number of participants and spectators, traffic control, medical services, hold harmless agreements, and/or other information deemed necessary by the City.
3. Requests will be considered with the following questions in mind:
  - a. Is the event going to benefit the community?
  - b. Will there be a minimum of adverse effects on the neighborhood, spectators, participants, grounds, etc...?
  - c. Will there be adequate supervision, security, traffic control and medical services provided?
  - d. Has the safety of the spectators and participants been provided for by the organization?
  - e. Will the areas requested be left in good condition after the event?
4. All licenses and expenses of the event are the sole responsibility of the organization. If overnight use is requested, then an additional permit form will need to be completed and submitted.
5. The area used must be left free of trash after the event. If not, then the organization will be charged a fee for clean-up which will start at \$100.00 for the first hour. A cash deposit may be required for clean up and/or damages if it is deemed to be in the best interest of the City. **Please contact the Community Enhancement Division for help with trash at (575) 624-6818.**
6. **The City requires that users of City owned facilities for special use, onetime events, athletic leagues, tournament play, and recreational programs provide proof of liability insurance to cover such use of the facilities in an amount specified by the City and a hold harmless agreement from the organization may be required.**
7. If the request is for the use of City streets then a map of the proposed route must accompany the request along with a plan for adequate traffic control at intersections. The City Police must give their approval for any route in or through the City. If the route involves state right-of-ways (2nd St., Main St.) then approval must also come from the State Highway Department. Approval from the State Highway Department may take 30 days or more.
8. If the request is for the use of Pioneer Plaza, then a diagram of the area and its proposed use must be submitted with the permit form. The diagram should show the placement of all exhibits, vendors, entertainment, etc. and the location of any needed electricity. The City can only provide available electrical service at specified locations and is not responsible if load limits are exceeded.
9. If the request is for a street closure, then a map of the area to be closed, along with the appropriate street closure form needs to be completely filled out and submitted with the request. It is the responsibility of the permit applicant to make all appropriate contacts. **It is also the responsibility of the permit applicant for setting up and tear down of barricades and signs.**
10. If the organization expects to use a sound amplification system (PA), then the request will need to be taken to the Police Department for their approval. A diagram of the set up showing the placement of the system must be submitted.
11. The organization is expected to maintain adequate control over all spectators and participants. The organization is responsible for all necessary traffic control and medical services. If it is thought that adequate personnel are not present for the event then the City may stop or keep the event from starting until adequate supervision is provided.
12. If an admission is charged, a percentage not to exceed 15% may be required for the City Recreation Fund.
13. **No alcoholic beverages are allowed to be consumed in City parks and facilities.**
14. This permit is for the use of City property only. It does not convey the right to peddle, solicit, or canvass within the City.
15. Certain types of activities are not allowed in City parks unless a designated area has been set aside or designated for such an activity. These activities may be, but are not limited to, golf driving practice, equestrian activities, vehicles driving on the grass, etc... These activities may be determined to be detrimental to the turf, may contribute to the safety of patrons, or both.
16. All Special Event requests must be reviewed by the Roswell Fire Department in order to determine the need for Fire/EMS services standby. If needed, a separate agreement for these services will be required. As a minimum, all requests for Pioneer Plaza and the use of city streets will be classified as a Special Event and must be reviewed by the Fire Dept.
17. Organizations issued special use permits may be required to submit to other reasonable requests by the City. Conditions of usage may be determined by the Parks and/or Recreation Director when the use of the areas requested is not covered in these guidelines or when there is a need for deviation from the stated policies.
18. Fee areas are as follows:
  - a. Designated group use areas
  - b. Sunken Garden
  - c. Pavilions
  - d. Pioneer Plaza
  - e. Other areas requested may require a fee for use.

I have read the General Guidelines for Special Use of City Streets, Parks and Pioneer Plaza and agree to abide by these regulations and any other that may be listed by the Parks and Recreation Department.

Signature

Date

**GROUP PAVILIONS, RESERVED AREAS, SUNKEN GARDENS AND PIONEER PLAZA**

Special Use Permits are required for use of park sites, reserved areas, Sunken Gardens and Pioneer Plaza by groups and organizations according to the following guidelines. Designated park sites may be reserved for use and require a permit issued from the Parks and Recreation Offices, 1101 W. Fourth, Roswell, NM.

1. Applications must be made in person. Telephone reservations are not permitted.
2. Fees for designated park sites and other reserved areas as covered in this policy, must be paid at time of reservation. Fees are not refundable.
3. Reservations will only be taken for the current calendar year beginning in January.
4. Reservations and payment of fees must be made at the Parks and Recreation Administrative Offices, 1101 W. Fourth, Roswell.
5. Designated group use areas may be used with an approved Special Use Permit and the appropriate fee paid.
6. Other areas may be used on a first come first served basis at no charge for the Special Use Permit.
7. Areas with shelters will be rented for a daily fee for Roswell residents and a fee equaling the resident fee plus \$10.00 for non-residents.
8. The Sunken Garden in Cahoon Park may be reserved for a fee for a three (3) hour period. Specific rental periods will be a) 10:00 AM - 3:00 PM; b) 3:30 PM - 8:00 PM.
9. If electricity and or water is needed and available, then an additional fee will be required. The City can only provide available electrical service at specified locations. Any additional electricity needed is the responsibility of the permit holder. The City of Roswell will not be responsible for problems associated with exceeding the electrical load limit.
10. Special Use Permits are required for all areas however; reservations will only be taken for the use of designated areas. All other areas not designated as group use areas are for use on a first come first served basis.
11. If equipment or site facilities are damaged during this reservation, the responsible party will be charged for the actual cost of repair of any damages.
12. The site must be left free of trash or the responsible party will be charged a clean-up fee beginning at the rate of \$75/hour for two (2) men and a vehicle. The Community Enhancement Division should be contacted prior to the event.
13. Overnight use of an area is not permitted unless approved on the proper form.
14. Designated Group Use Areas and other reservation areas covered in this policy are located in the following park sites.
  - A. Cahoon Park
  - B. Cielo Grande Recreation Area
  - C. Wool Bowl Softball Complex
  - D. Delta West Park Site
  - E. Enchanted Lands Park
  - F. Loveless Park
  - G. Melendez Park
  - H. Altrusa Park
  - I. Poe Corn Park
  - J. Reischman Park
  - K. RIAC Park
  - L. Russ DeKay Soccer Complex
  - M. Spring River Park and Zoo
  - N. Tierra Berrenda Park
  - O. Pioneer Plaza

CITY OF ROSWELL  
RECREATION AND PARK DEPARTMENTS

Revised 4/2015

Checklist for Special Use Permits

1. Do you have the proper forms?      Special Use Permit - Parks, Streets, Plaza \_\_\_\_\_  
    Street Closure Form \_\_\_\_\_  
    Hold Harmless Form \_\_\_\_\_  
    Overnight Parking Form \_\_\_\_\_
  
2. Is the date available with no other conflicts at the Parks and Recreation Office?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
3. If the request is for the use of City streets and/or to use a PA system, has the request been taken to the Police Department for approval?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
4. If the request is for use of a State right of way, then the City can not give final approval. The New Mexico State Highway Department must give approval after they receive our completed form. Has the request been taken to the NM Highway Department, 4400 W. 2nd? This request could take 30 days or more.      Yes\_\_\_\_\_      No\_\_\_\_\_
  
5. If the request is for a street closure, has the street closure form been taken to:  
    Police Department for approval?      Yes\_\_\_\_\_      No\_\_\_\_\_  
    Fire Department for approval?      Yes\_\_\_\_\_      No\_\_\_\_\_
 

Have you contacted area businesses and residents so their concerns can be addressed?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
6. If the request is for a special event, has the form been taken to the Fire Department for review?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
7. If the request is for use of Spring River Park and Zoo, contact Zoo staff at 624-6760 for general approval before completing the request through the Parks and Recreation Office.      Yes\_\_\_\_\_      No\_\_\_\_\_
  
8. If the request is for the Wool Bowl parking lot, approval must also come from the Roswell Independent School District. Has the RISD been contacted about use of Wool Bowl parking lot?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
9. If the request is for Pioneer Plaza, has a diagram of the area showing placement of all exhibits, vendors, entertainment, etc. and showing the location of needed electricity, been provided?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
10. If the request is for overnight parking, have the proper approvals been obtained?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
11. If required, has proof of liability coverage been provided?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
12. If assistance may be needed with trash pickup, then has the Community Enhancement Division been contacted? Contact Rita Kane-Doerhofer at 575 626-6563 or 575 627-8292      Yes\_\_\_\_\_      No\_\_\_\_\_
  
13. If needed, has a diagram of the area or the streets to be used been provided?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
14. Is the form completely filled out with all needed signatures?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
15. Has the form with all required attachments been taken to the Parks and Recreation Office, 1101 W. 4th for final approval?      Yes\_\_\_\_\_      No\_\_\_\_\_
  
16. If a reserved area is requested, have the appropriate non-refundable fees been paid?
 

Reserved Group Use Area		\$10.00	_____
Pavilion (residents/nonresidents)		\$25.00/day	_____
Sunken Garden		\$25.00	_____
Pioneer Plaza		\$25/ 1/2 day	_____
		\$50/day	_____
Electricity	- Park sites	\$10/hookup/day	_____
	- Pioneer Plaza	\$10/hookup/day	_____
		\$50/all hookups/day	_____