

**OPERATIONAL POLICIES AND PROCEDURES**

**For the**

**ROSWELL CONVENTION & CIVIC CENTER**

(REVISED May 16, 2016)

## **SECTION 1**

### **Definitions**

- A) **CITY**- means the City of Roswell
- B) **DIRECTOR**- Means the Director of the Roswell Convention & Civic Center
- C) **LESSEE**-Means any person, firm, association, organization, partnership, company or corporation which enters into a contract to use the facilities of the RCCC for special events, trade shows or convention purposes
- D) **RCCC** Means the Roswell Convention & Civic Center, Roswell New Mexico, and all its facilities therein, including the parking areas
- E) **SPECIAL EVENTS, TRADE SHOWS AND CONVENTIONS**- means any event at which attendance is by invitation or registration only
- F) **EVENT DAY**- is that period when the facility is contracted for use
- G) **NON-EVENT DAY**- is that period of time when the facility is occupied by a Lessee, or tear down, on a day other than during the event day. Non-event day use requires prior written approval of the Director

## **SECTION 2**

### **Authority**

- A) The Director shall have full operation of the RCCC and shall act for and on behalf of the City Of Roswell in management, supervision and control of the facility
- B) The Director is hereby authorized to enter into contracts with groups, individuals and firms for events in the RCCC, which, in the Director's opinion, represent an appropriate use of the facility.

## **SECTION 3**

### **Contracts**

All contracts shall be in writing, on forms approved by the City Attorney, and executed on behalf of the City of Roswell by the Director of the RCCC.

## **SECTION 4**

### **Rental Rules and Regulations**

- A) Reservations: Reservations, which have been submitted on a "tentative" basis, will be held indefinitely, barring any scheduling conflicts. Should a scheduling conflict occur, then the reservation may be released, without prior written notice. Reservations, for which a contract has been signed and a deposit has been received by RCCC, will be considered "definite", unless notification, in writing, has been received by either party.

**NOTICE:** In the event that a scheduling conflict occurs, no less than 6 months prior, any CONVENTION, which will host out-of-town attendees, shall take precedence over any other event scheduled for the date(s) requested, whether a signed contract and/or deposit has been received by the RCCC or not. The RCCC will make every effort to avoid this situation and will seek to accommodate another date for the cancelled event.

- B) RENTAL FEES: All rental fees shall be paid by certified check or through

other means, which have been deemed as proper and accountable by the Director. All rental fees and related charges shall be deposited with the City of Roswell. (See Section 5 for rental (schedules)).

C) PAYMENTS: A refundable deposit, up to \$500, is due at the time of the rental reservation. The contract balance shall be paid to the Director no less than least thirty (30) days prior to the event.

D) DEPOSITS

Rental payments are non-refundable except in the cases where the RCCC is unable to deliver possession of the facility as previously agreed. If rental balances are not paid on or before the due date specified in the lease agreement, then the agreement is subject to cancellation by the Director without prior written notice.

E) CANCELLATIONS:

Cancellation of the lease agreement – or - a reduction in the initial lease space requested, within sixty (60) calendar days of the event day, shall cause the lessee to be liable for payment of full rental due on the cancelled space, as determined by, or the discretion of the Director.

F) The lessee shall be required to furnish in writing, thirty (30) days prior to the event (or as soon after lease execution as possible) all information requested by the Director regarding facility arrangements, floor plans, services, equipment necessary for staging, dancing and/or kitchen use, in order to provide proper management of the event. Failure to provide such information may result in additional fees as incurred by the RCCC.

G) Overtime rates for staff and personnel, shall be billed at a rate of one hundred dollars (\$100) per each hour or seventy-five dollars (\$75) per each half hour. Overtime rates are implemented when the facility is used in excess of the agreed upon rental period.

H) NON-PROFITS: At the sole discretion of the City of Roswell, in conjunction with the Director, non-profit organizations may be granted the use of the facility at a reduced charge. This opportunity is extended to local civic and service organizations. In order to be considered, the organization must:

- 1) Provide proper tax documentation confirming the 501-C3 or other non-profit status;
- 2) Provide a brief narrative of the event and the anticipated number of participants;
- 3) Provide a brief explanation of how the event profits and/or proceeds will be staying in the community and how they will be used to benefit a local group or organization. Profits and/or proceeds from an event that utilizes the RCCC at no charge, shall not benefit any single individual or group of individuals;

4) Agree to follow all other policies and procedures, as outlined within the context of this document.

The Director will make review of the application, as well as approval for such bookings.

- I) The Lessee shall be required to have a representative on site at all times (i.e., during set-up, during the event and during tear down) who is authorized to make decisions regarding any concerns and/or problems that may arise. This representative(s) shall be known to the Director and shall be accessible to the Director throughout the use of the facility.
- J) An event or use, organized for the purpose of conducting city business, may be granted the use of the facility at no charge. These events, however, shall not take priority over any other events.

**SECTION 5**  
**Rental Schedule – See Exhibit A**

**HOLIDAY CLOSURES**

The RCCC will be closed to recognize the following holidays:

- New Year’s Day
- Memorial Day
- Easter Sunday
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

No bookings will be accepted for these days and use of the facility is limited to 10:00 p.m. on the days prior to these holidays, with the exception of New Years Eve.

**SECURITY DEPOSIT.....\$500.00**

Excessive cleaning, property damage, staff overtime or any violation of RCCC policies & procedures, as set forth herein, will be deducted from this deposit. The director may, based on experience, increase or decrease the amount of the deposit.

**FOOD SERVICE/CATERERED EVENTS CLEANING/DAMAGE DEPOSIT.....\$250.00**

Includes reimbursement of broken/missing dishes

**SECTION 6**  
**Concessions (see Amendment, page 21)**

- A) All food services shall be provided by a licensed, bonded and insured food caterer. The caterer will be required to provide all applicable city and/or state licenses and permits necessary to service the event. The Director will be responsible for approving each food provider and for obtaining copies of their respective licenses and permits. The caterer shall be solely responsible for all activities within the kitchen, leading up to, during and following an event, until such time as the facility has been turned back to the Director.
- B) Alcoholic beverage service is permitted pursuant to a Special Dispenser's Permit issued by the state of New Mexico Division of Alcohol and Gaming. Lessee further reserves the following rights with respects to the use of the facility when alcohol is served:
- 1) Control of the parking facilities;
  - 2) Control the ushers, gatemen, ticket takers and other individuals who are ticket takers and other individuals who are working on behalf of the Lessee;
  - 3) To remove any offensive person or persons from the facility. Lessee waives any and all claims against Lessor in the event that problems occur due to the use of alcohol;
  - 4) To immediately terminate and close down an event, should the consumption of alcohol by a minor be discovered. Lessee waives any and all claims against Lessor in the event that the consumption of alcohol by a minor (s) is discovered.
  - 5) One security guard for every 100 attendees or portion thereof is required if the event will be selling or serving alcoholic beverages.
  - 6) No person shall possess a firearm in any part of the RCCC where an event is held at which alcoholic beverages are served by a person holding a dispenser's license and a special dispenser's permit for the event.

## **SECTION 7**

### **Insurance**

- A) The Director shall require the Lessee, at Lessee's sole cost and expense, to procure and maintain general liability insurance coverage for a minimum amount of one million dollars (\$1,000,000) per occurrence. Lessor shall be protected against any claim stemming from injury to person(s) or property occurring out of the Lessee's

contractual use of the RCCC. The City's responsibility for any and all claims, pertaining to a single event, shall cease once the event has ended.

B) Insurance policy requirements must cover the full term of Lessee's occupancy agreement, for the use of the RCCC and must be obtained through an agency licensed to transact business in the State of New Mexico. RCCC shall be named as additional payee for the term of occupancy. A certificate of insurance or photocopy of the policy shall be filed in the office of the Director at least thirty (30) days prior to the event. The Director shall reserve the right to cancel an event, without prior written notice, should proof of insurance not be made available.

C) Lessee claims no responsibility for any arrangements made by the Lessee, for materials or services rendered prior to an event or during any event held at the RCCC.

## **SECTION 8**

### **Damage to Building and Contents**

A) Lessee shall be responsible for the payment of any and all costs, which are accrued due to damage to the buildings, furnishings, fixtures, Carpet and/or equipment. The Lessee's financial responsibilities will not be limited to the extent of the security deposit. Additionally, the Lessee will be responsible for damage caused by the Lessee's exhibitors, vendors, guests or others related to the event. Normal wear and tear is expected.

B) No Displays, decorative materials or other use shall be attached to any part of the building so as to damage the building. All decorative or other materials shall be of a non-combustible type or be suitably treated with a flame retardant approved by the City. No person shall bring, exhibit or set off fireworks or explosives on the premises.

C) Lessee is restricted from the use of beverages or foods, which have any **red** coloring, due to the difficulty of extracting the red color from walls and tile floors/carpet.

D) Lessee is discouraged from allowing guests to chew gum.

## **SECTION 9**

### **Indemnity**

Lessee agrees to indemnify and hold the Lessor harmless from and against all claims, demands, actions, damages, losses, costs, liabilities, expenses and judgments recovered from or asserted against Lessor on account of injury or damage to person or property to the extent that such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence of, or misconduct on the part of Lessee or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or any other person entering upon the premises

leased hereunder with the expressed or implied invitation or permission of Lessee, or when any such injury or damage is the result, proximate or remote, of the violation of any law or ordinance by Lessee or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the premises leased here under. Lessee covenants and agrees that in case Lessor shall be made a party to any litigation against Lessee or in any litigation commenced by a party other than Lessee relating to this lease or to the premises leased hereunder, then Lessee shall and will pay all costs and expenses, including attorney's fees and court costs, incurred by or imposed upon Lessor by virtue of any such litigation. These terms of indemnification shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of Lessor.

## **SECTION 10**

### **Machinery, Flammable Liquids and Electricity**

- A) No person shall erect any engine, motor or other machinery on the premises or use any gas, electricity/lights, flammable liquid or charcoal therein, without advance authorization by the Director.
- B) All electrical installations for any show in the RCCC must comply with the New Mexico Uniform Electrical Code. Exhibitors who supply their own electrical equipment are also required to comply with said code.

## **SECTION 11**

### **Obstruction of Fire Alarms, Doors, Passageways, Sidewalks, Corridors or Lobbies**

No portion(s) of fire alarms, fire alarm pull boxes, sprinkler heads, fire extinguisher cabinets, sidewalks, entries, passageways, doors, aisles, vestibules, windows, ventilators, lighting fixtures or other means of access to the public utilities of the premises shall be obstructed, or caused to be used for any purpose other than ingress or egress.

## **SECTION 12**

### **Signs Posters and Literature**

- A) Lessee shall not post or permit to be posted any sign upon said premises or any other advertising that will tend to mar or in any manner deface the premises. Lessee is restricted from using nails, hooks, adhesive fasteners, tape, tacks or screws to install such signage on any part of the building or premises. The hanging of pictures, banners or any other items on walls or draperies require prior approval of the Director.
- B) Lessee will not be permitted to advertise their event with any type of exterior signage or banners without first obtaining the written consent of the Director.

## **SECTION 13**

### **Facility Capacity**

The allowable capacity for each event shall be determined by the City of Roswell Fire Marshall and shall be strictly adhered to by the Lessee.

## **SECTION 14**

### **Assignability, Subleases**

Lessee shall be restricted from assigning or subletting any portion of the lease covering any or all sections of the facility and contingent areas identified in the lease agreement, or any rights under said lease. Contract subleasing for trade show space is strictly between the Lessee and outside vendors and is not considered to be a part of the Lease Agreement between the Lessee and the RCCC. Written approval of all vendor contracts are required by the Director and are subject to supporting documentation showing the vendor's name, telephone number, Federal Tax ID # or Social Security #, New Mexico State ID # and sales tax permit #.

## **SECTION 15**

### **Special Events (See Amendment, Page 21)**

- A) When alcoholic beverages are served or sold, those requirements as spelled out in Section 6, Concession will prevail. Proper security, as outlined by the Director, will be required when alcohol is served. Costs for security will be the responsibility of the Lessee. Security personnel may likewise be required for other events, as determined by the Director.
- B) Before any event where alcohol is going to be served, the security company that the Lessee selects is to be notified. We ask that uniformed security officers patrol the parking lot during the event.
- C) The sale of merchandise or the charging of admission may require an Itinerant Merchant License. This determination will be made through the City of Roswell, Code Enforcement. Special arrangements may be available for non-profit, non-commercial organizations. Adherence to these requirements will be the responsibility of the Lessee.
- D) One security guard per 100 attendees or portion thereof is required if the event will be selling or serving alcoholic beverages.
- E) Requirement of security services at an event is entirely at the discretion of the Director. This includes events that will not be selling or serving alcoholic beverages.
- F) Alcohol is permitted to be consumed only in the exhibit hall. Prohibited areas for alcohol consumption include the lobby, parking lot, restrooms, etc.

## **SECTION 16**

### **Condition of Leased Premises**

The RCCC will be readied for the event in a clean, usable condition and in the basic configuration for which it was contracted. Should Lessee find it necessary to remove or change the location of the stage, rigging or equipment, such changes shall be made at Lessee's written direction and at Lessee's expense. Lessee will not change or alter the set-up, as described in the contract, without prior written approval of the Director. Lessee shall be responsible for returning the facility to the pre-event condition.

## **SECTION 17**

### **Objectionable Uses or Persons**



- A) Any use of the RCCC which is contrary to public policy, is not in the best interest of the City of Roswell, or violates the laws of the United States, the state of New Mexico or the county of Chaves, shall be a violation of the Lease and shall be grounds for immediate revocation of the Lease Agreement.
- B) Any person whose conduct is deemed to be objectionable, disorderly or disruptive, as determined by the Director and/or staff of the RCCC, or who violates the Rules and Regulations of the RCCC or the laws of the City of Roswell, shall be refused entrance to the facility or immediately ejected from the premises. Lessee shall hold the City of Roswell, Director and/or staff harmless from any claim resulting from such action.

## **SEXUAL HARASSMENT**

The RCCC will follow the same rules and regulations as found in the City of Roswell's Personnel Rules and Regulations policy pertaining to discrimination and harassment

## **SECTION 18**

### **Abandoned Equipment and Lost or Misplaced Articles**

Any equipment or personal effects of the Lessee, their guests or vendors, which are still on the premises following the term of the lease agreement, shall be deemed abandoned. The Director of the RCCC shall individually determine how to handle the disposition of such items. Lessee agrees to maintain financial responsibility for the removal of abandoned property, as well as any claims, which may be made by the Lessee's guests or vendors. The City of Roswell and the Director of the RCCC assume no responsibility for losses suffered by the Lessee, his agents, servants, or employees, which are caused by theft or disappearance of equipment, articles or other personal property.

## **SECTION 19**

### **Unavailability of Premises**

In the Event that the contracted portion(s) of the RCCC are not available for occupancy during the term of the lease due to fire, casualty, acts of God, strikes, national emergency or other causes beyond the control of Lesser, the lease agreement and the obligations of Lesser and Lessee hereunder shall terminate. Lessee hereby waives any claim against Lessor for damages or claims by reason of such termination. Any unearned portion of the rent due hereunder shall be abated. Any amounts previously paid shall be promptly refunded by to the Lessee.

## **SECTION 20**

### **Entrance and Exit**

All persons, exhibits, fixtures, displays and other equipment shall be brought through their respective designated entrances and exits.

## **SECTION 21**

### **Traffic and Parking**

- A) Vehicular traffic or parking, in areas not designated for that specific purpose, shall require prior written approval of the Director. Event parking is available free of charge.
- B) Overnight RV parking and/or personal overnight occupancy of the facility is not permitted by the City of Roswell at the RCCC. Lessee shall obtain direction from the Director, regarding special parking for the Lessee, his employees, vendors and exhibitors. The RCCC parking lots must be vacant of all events vehicles, no later than one hour following the term of the Lease agreement. Additional arrangements may be approved through the discretion of the Director.

## **SECTION 22**

### **Liability for lessee's property**

The Director of the RCCC and/or the City of Roswell, its officials, agents or employees shall not be liable for any loss, damage or injury to property which is shipped or otherwise delivered to, or stored in or on the premises. Property shall not be received until Lessee has made proper arrangements for the receipt, handling and storage of those materials.

## **SECTION 23**

### **Permits and Licenses**

Lessee will be responsible for obtaining any additional permits and/or licenses required for their respective event, and as further required by ordinance or law of the City of Roswell, County of Chaves and/or State of New Mexico. Lessee shall permit all required inspections by appropriate departments of the City, County and/or State.

## **SECTION 24**

### **Security and Safety Issues**

- A) Lessee shall comply with all applicable Fire Department regulations concerning occupancy, exhibits and procedures, as outlined in the Uniform Fire Code and the Life Safety Code. This documentation is available through the Director of the RCCC.
- B) Lessee will be responsible for obtaining the safety procedures and regulations governing the RCCC, and for making that information available to all agents, exhibitors, vendors and employees.
- C) Lessee shall instruct all agents, exhibitors, vendors and employees in the evacuation plan for the RCCC, should fire or other disaster occur. Lessee will be responsible for a specific plan to evacuate any physically challenged person(s) in attendance.

## **SECTION 25**

### **Observance of Law**

Lessee shall comply with all laws and ordinances of the City of Roswell, County of Chaves, State of New Mexico, as well as all federal laws. Violations by the Lessee may result in cancellation of the Lease and discontinuance of use of the RCCC, unless satisfactory compliance is assured. The Director of the RCCC shall provide adequate notice of any part of Lessee's program for which the Director is aware would violate any laws, ordinances, rules and regulations.

## **SECTION 26**

### **Advertising**

All advertisements of performance and/or attractions, for which an admission is to be charged, must state the total admission price. Lessee shall not advertise any performance or the appearance of any performer, until all contracts between the parties involved have been properly executed and provided to the Director.

## **SECTION 27**

### **Bonding of Employees**

Employees shall meet the standards as addressed in the City of Roswell Finance Policy.

## **SECTION 28**

### **Copyright Infringement**

Lessee shall be responsible for, and absolve the City of Roswell from, any and all claims or expenses arising out of the use of any composition, work or material covered by applicable copyright laws.

## **SECTION 29**

### **Solicitations**

No collections or donations, unless specifically authorized by the Lessee in conjunction with their specific event, shall be solicited or otherwise approved by the Director

## **SECTION 30**

### **Additional or unspecified items**

## **SECTION 31**

### **Default**

- A) In the event that Lessee fails to perform, keep or observe any of the terms or conditions of the lease agreement, including any of the policies and procedures herein, the Director of the RCCC may determine that a breach of the lease agreement occurred and shall notify the Lessee of such determination. Should said breach not be remedied to the satisfaction and approval of the Director, within the time specified by the Director, then

Lessee shall be declared to be in default of the agreement and all rights hereunder shall terminate. Upon termination of the agreement Lessee shall vacate the RCCC and shall have no further right to occupy or operate therein. Upon termination of the agreement, Lessee shall forfeit all right under lease to any monies due or paid to the Director in the form of rents, deposits and/or insurance.

- B) The Director of the RCCC and/or the City of Roswell may exercise legal action to collect any unpaid balances due under the lease agreement. The Director of the RCCC and/or the City of Roswell shall be entitled to collect reasonable attorney fees incurred, should legal remedies be required.

### **SECTION 32**

#### **Discrimination**

Lessee, relative to a lease agreement with the RCCC, shall not discriminate against any person, directly or indirectly by displaying, circulating, publicizing or mailing any advertisement, notice or communication which states or implies that any part of the facility or any services provided, shall be refused or restricted to any person because of sex, race, color, religion, ancestry, national origin or handicap.

### **SECTION 33**

#### **Severability**

If any provision of the lease agreement or of this policy statement, which has been incorporated into the lease agreement or by reference, shall be declared invalid or unenforceable, the remainder of the provisions shall continue in full force and effect to the fullest extent permitted by law.

### **SECTION 34**

#### **Smoking Restrictions**

Smoking, the use of e-cigarettes and tobacco products are prohibited within the RCCC. This includes, but is not limited to the main hall and lobby area, breakout rooms, offices, the kitchen, storage areas and restrooms. Should a violation of this ordinance be observed, the Director and/or employee of the RCCC will make the violation known to the Lessee and will advise the Lessee that a second violation of this ordinance will result in the loss of the Lessee's security deposit, with a third violation resulting in the immediate termination and closing of the event.

### **SPECIAL SERVICES, EQUIPMENT, LABOR**

#### **FIRE REGULATIONS**

#### **GENERAL INFORMATION, as well as MISCELLANEOUS INFORMATION**

### **SECTION 35**

#### **Special Services, Equipment, Labor**

**In order to provide our event organizers with the high level of assistance that we believe you deserve, the RCCC is prepared to refer our local merchants to help in satisfying your event requirements.**

### **Food and Beverage Services**

Food and beverage service will be the responsibility of the Lessee, with arrangements for catering services being approved by the Director. Assistance in planning banquets and receptions and/or the serving of snacks and refreshments should be obtained through the Director.

### **DECORATING**

Any reputable decorating firm may perform services in conjunction with exhibits, trade shows, receptions, or other event use. Decorators are encouraged to contact the RCCC office for an explanation of facility operating policies.

### **UTILITES**

### **PARKING**

Event parking is available free of charge.

The parking lot is included in the facility rental of the RCCC.

### **RV PARKING**

Overnight parking of recreational vehicles, within the parameter of the RCCC, is prohibited by the City of Roswell. Parking lots should be clear of vehicles one hour after the close of any scheduled event. With prior approval of the Director, additional time will be allowed for use of the south parking lot.

### **PUBLICITY**

The RCCC staff is available for consultation on event publicity. Services do not include writing of press material and/or placement of advertising. All events will be scheduled with the RCCC Calendar of Events.

### **SECTION 36**

#### **FIRE REGULATIONS**

This information has been prepared to assist you in successfully setting up your exhibit or display at the RCCC so as to conform to the requirements of the Roswell Fire Code. Please note that this information merely highlights certain areas of the Roswell Fire Code and New Mexico uniform Electrical Code. Lessee will be required to comply with all other applicable code requirements. By following the prescribed ordinance, Lessee can limit problems and enhance the opportunity for successful event.

#### **FIRE DEPARTMENT APPROVAL**

The Facility shall have approval from the Roswell Fire Department for each trade show and/or exhibition.

- A) A minimum of two (2) copies of the proposed floor plan must be submitted for approval, no less than (30) days prior to set-up for trade shows or exhibitions. Additional copies may be required for show managers and/or decorators. It is suggested that the floor plans be submitted prior to booth sales, so as to avoid placement discrepancies. Allow thirty (30) days for processing.
- B) Confirmation of the event floor plan, covering the following items, should be made available to the Director and must include:
  - 1. Name, address, and telephone number of trade show entity, exhibitor or event user- along with appropriate licensing and tax information;
  - 2. Date and times requested of the RCCC including any special consideration requested for set-up and tear down;
  - 3. Name, address and telephone number for all contact persons, including but not limited to: exhibit manager, decorator, caterer;
  - 4. A diagram or proposed floor plan usage. The facility floor plan can be obtained from the Director.

All diagrams must include the following minimum information, and must be submitted to the Director for prior approval:

- A) location of registration area and all proposed booths and/or exhibit spaces;
- B) design for aisle locations, reflecting a minimum eight foot (8') width throughout the show floor and forty-two (42") in all meeting rooms;
- C) when applicable, indicate by legend, the location and height of proposed drapery (i.e., a solid line might represent an eight foot (8') backdrop, a dashed line might represent a three foot (3') side rail, a dotted line might represent an undraped space, etc);
- D) utility requirements for each of the proposed spaces;
- E) anticipated occupancy for the event.
- F) Trade shows and/or exhibition plans are required to be approved for compliance to fire code specifications. Should modifications to any floor plans be required by the fire inspection, Lessee shall submit subsequent plans until approval has been obtained. Copies of the fire code approval shall be submitted to the Director and to the Lessee.

## **SECTION 37**

### **General Information**

- A) The trade show and/or exhibition shall be set up as indicated on the approved plan(s).
- B) Flame retardant treatment: all decorations, including but not limited to, drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips and foam core shall be rendered flame retardant to the satisfaction of the Roswell Fire Department. Confirmation of an acceptable flame retardant treatment may include a field flame test.

- C) Exit signs shall be visible from any location in the room and/or temporary exit signs shall be posted.
- D) Exits and aisles shall be clear of all obstructions.
- E) A required three-foot (3') clearance shall be maintained with the respect to all fire extinguishers and alarm boxes.
- F) Compressed flammable gases are prohibited inside the RCCC including, but not limited to, acetylene, hydrogen, propane and butane.
- G) Flammable and/or combustible liquids are prohibited inside the RCCC, including but not limited to gasoline, kerosene and petroleum based materials.
- H) Hazardous chemicals and materials are prohibited inside the RCCC, including but not limited to pool chemicals, pesticides, herbicides and poison.
- I) Explosive and blasting agents are prohibited inside the RCCC.
- J) Ammunition may be allowed under strict requirements and conditions. Approval for ammunition inside the RCCC shall be at the sole discretion of the Director and the City of Roswell.
- K) Flammable materials including, but not limited to, paper products, crates and boxes shall be limited to a one (1) day supply and shall be maintained in an orderly fashion at each location. Any storage of flammable materials shall be at an approved location outside the RCCC.
- L) Open flames are prohibited inside the RCCC. Except, certain types of food warmers, as approved by the Director.
- M) Non-Flammable compressed cylinders must be properly secured to prevent tipping over.
- N) Loading doors shall be closed prior to the opening of the event and shall remain closed during the event.
- O) Single station smoke detectors shall be provided in all enclosed exhibits (exterior partitions and roof) exceeding 120 square feet. This includes, but is not limited to, recreational vehicles, mobile homes and tents.
- P) Only Class 1 laser shall be permitted inside the RCCC.
- Q) Carpet tape and Duct tape are prohibited inside the RCCC.
- R) All electrical installations for events in the RCCC shall comply to the following:
  - a. No electrical wiring will be allowed when a potential fire hazard is possible;
  - b. All electrical installations are subject to inspection by the Director and the City of Roswell.

**SECTION 38**  
**Miscellaneous Information**

**Vehicular Displays**

Vehicles including, but not limited to, cars, trucks, tractors, RV's, boats, jet skies, all-terrain vehicles and motorcycles are allowed inside the RCCC for display purposes, provided they meet the following criteria:

1. All vehicles must be pushed or pulled into the building. Vehicles can sit on a trailer but must be brought inside the building manually, rather than with the aid of a second vehicle;
2. Fuel tanks must be less than ¼ tank full;
3. Once on display, each vehicle shall have the keys removed, and given to the RCCC receptionist, and the battery terminals disconnected. No vehicle shall be started while inside the RCCC. Once on display, vehicles shall not be moved again until such time as they are taken from the facility.
4. Cleaning agents, used to improve the appearance of trailer tires, are prohibited inside the RCCC;
5. The Director will assist in properly arranging all displays.

### **EVENT INSPECTIONS**

- A) Inspections will be conducted during the course of set-up and tearing down of events. A final pre-event inspection will be conducted, as well as periodic inspections during the course of the event.
- B) An event may be delayed in opening, if proper authorization from the Roswell Fire Department has not been obtained.
- C) The Director shall have in his possession, copies of all inspection approvals, prior to the beginning of any event.

### **SMOKING RESTRICTIONS**

Smoking, the use of e-cigarettes and tobacco products are prohibited within the RCCC. This includes, but is not limited to, the main hall and lobby area, breakout rooms, offices, the kitchen, storage areas and restrooms. Outside areas have been designated for smoking privileges.

### **FIREARM AND WEAPON RESTRICTIONS**

Possession of firearms in public places and buildings, including the RCCC, is governed by the provisions of the New Mexico Constitution and applicable state and federal law. No person shall bring on to or possess a concealed firearm on RCCC property unless that person has a valid conceal carry permit issued by the State of New Mexico or issued by another state and recognized by the State of New Mexico as valid. No person shall bring on to or possess a firearm on RCCC property who is prohibited from possessing a firearm under federal or state law.

No person shall possess a firearm in any part of the RCCC where an event is held at which alcoholic beverages are served by a person holding a dispenser's license and a special dispenser's permit for the event.

No person shall possess any of the following items on RCCC property: any type of knife (other than pocket knives) whether or not sheathed; objects with blades such as axes or



swords, or sharp pointed canes; brass knuckles; nunchucks, chains, batons, clubs or other bludgeons; or other potentially dangerous objects. The foregoing restrictions shall not apply to such items when these items are being sold, traded or exhibited as part of an event at the RCCC.

No person shall possess any explosive or incendiary device on RCCC property.

### **UNIFORM FIRE CODE**

Each event shall be subject to all conditions of the Uniform Fire Code, in its entirety. Lessee is responsible for full compliance, notwithstanding the limited reference to specific code requirements, as outlined in this document. Additional information can be obtained from the Director.

### **LIFE SAFETY CODE**

Each event shall be subject to all conditions of the Life Safety Code, in its entirety. Lessee is responsible for full compliance, notwithstanding the limited reference to specific code requirements, as outlined in this document. Additional information can be obtained from the Director.

### **NATIONAL ELECTRICAL CODE**

Each event shall be subject to all conditions of the National Electrical Code, in its entirety. Lessee is responsible for full compliance, notwithstanding the limited reference to specific code requirements, as outlined in this document. Additional information can be obtained from the Director.

### **HANDICAPPED ACCESSIBILITY**

The RCCC was designed to address the many special needs of our community, by obtaining input from Roswell citizens who are physically challenged. Our aim has been, and will continue to be, a facility which addresses the special needs of all visitors and guests.

### **PARKING**

Parking at the RCCC is free. Those vehicles utilizing the reserved handicapped parking spaces must display the appropriate license plate or permitted decal. It is the responsibility of the event organizer to insure proper use of these spaces. Additional handicapped parking requests should be referred to the Director. The parking lot is included in the facility rental of the RCCC.

### **RAMP**

A ramp has been installed on the north side of the facility leading from the parking lot onto the main entrance sidewalk. Additional curb cuts are located around the facility.

### **ENTRANCES**

The main entrances to the RCCC are ADA Accessible and will accommodate all wheelchair sizes. The facility is a single story building.

**DRINKING FOUNTAINS**

The lobby area has been equipped with wheelchair accessible drinking fountains. These have been placed in a number of lobby locations.

**RESTROOMS**

The restrooms have been equipped to accommodate wheelchairs and other special needs users. Each lavatory has lowered sink levels, handicapped accessible stalls and infant changing tables.

We want to conclude our presentation of the

**Operation Policies and Procedures  
For the  
Roswell Convention & Civic Center**

By thanking you for the opportunity to serve the needs of your special event. Should you have questions regarding this information, please do not hesitate to contact:

**Roswell Convention & Civic Center  
912 N Main Street  
Roswell, New Mexico 88201  
(575) 624-6860**

We are honored that you selected Roswell as your event destination. We look forward to sharing with you and your guests, the hospitality that you can only find in the All-America City of Roswell.

# **AMENDMENT**

## **To the Policies and Procedures of the Roswell Convention & Civic Center (Amended May 16, 2016)**

### **EVENTS SERVING ALCOHOL:**

It is the policy of the City of Roswell and Roswell Convention and Civic Center to strictly prohibit the possession, consumption or be under the influence of alcohol by individuals under 21 years of age. One security guard per 100 attendees or portion thereof is required if the event will be selling or serving alcoholic beverages.

Alcohol will not be served until security is in place at the event. Alcohol is strictly prohibited from being sold, served, or given away at any event primarily in attendance by individuals under 21 years of age and events sponsored primarily for individuals under 21 years of age (to include birthday parties, graduation parties, quincineras, sports events, and wedding receptions, etc.) Additionally, individuals under the influence of alcohol are strictly prohibited. Should a violation of this rule be observed, the Director and/or employee of the RCCC will advise the Lessee of the violation of this rule and will result in the immediate termination and closing of the event.

For all events not primarily in attendance by individuals under 21 years of age or sponsored primarily for individuals under 21 years of age, alcohol is strictly prohibited from being sold, served, or given away at the RCCC to minors, even if their parent or guardian, into whose custody any court has committed such minor for the time being, is present at the event.

No person shall possess a firearm in any part of the RCCC where an event is held at which alcoholic beverages are served by a person holding a dispenser's license and a special dispenser's permit for the event.

\* The City of Roswell and the Roswell Convention & Civic Center reserve the right to deny a contract to any individual or group that will be serving alcohol at Roswell Convention & Civic Center.

# Exhibit A

Effective January 15, 2009

Revised: April 5, 2011

## Room Rates and Capacities - \$650.00

### Entire Facility \*

Type of Event	Amount
Standard Rate	\$650.00
Non-Profit Rate	\$325.00

Entire Facility Includes:  
Exhibit Hall, 3 breakout rooms,  
and lobby.

### \*Security Deposits:

Entire Facility	\$500.00
Exhibit Hall	\$500.00
1/2 Exhibit Hall	\$500.00
Lobby	\$75.00
Caterer	\$250.00

*\*Excessive cleaning, property damage, staff overtime or any violation of RCVB policies & procedures will be deducted from security deposit.*

### Full Exhibit Hall

13,000 Square Feet (130 x 100)

Type of Event	Amount
Standard Rate	\$500.00
Non-Profit Rate	\$250.00

Capacities	
Theater Style	*900
Banquet Seating	650
Reception/Dance	600
Trade Show Booths	80

### Set-up/Tear-down Day:

Day before or after event	\$100.00
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Theater Style:  
\*900-Chairs 1,200-Capacity

### 1/2 Exhibit Hall

6,500 Square Feet ( 65 x 50 )

Type of Event	Amount
Standard Rate	\$300.00
Non-Profit Rate	\$150.00

Capacities	
Theater Style	600
Banquet Seating	325
Reception/Dance	300
Trade Show Booths	40

### Multiple Day Event Discount:

15% discount after first day



## Break-Out Rooms

### Nancy Lopez:

Large Room

837 Square Feet (21x40)

<u>Type of Event</u>	<u>Amount</u>
Standard Rate	\$125.00
Non-Profit Rate	\$75.00

<u>Capacities per Square Foot</u>	
Theater Style	60
Classroom Style	40
Hollow Box	32
Round Tables	32

### Robert H. Goddard:

Medium Room

572 Square Feet (21x28)

<u>Type of Event</u>	<u>Amount</u>
Standard Rate	\$100.00
Non-Profit Rate	\$50.00

<u>Capacities per Square Foot</u>	
Theater Style	40
Classroom Style	20
Hollow Box	24
Round Tables	24

### Will Rogers:

Alternative Room

486 Square Feet (18x24)

<u>Type of Event</u>	<u>Amount</u>
Standard Rate	\$75.00
Non-Profit Rate	\$37.50

<u>Capacities per Square Foot</u>	
Theater Style	30
Classroom Style	20
Hollow Box	20
Round Tables	16

### John Chisum:

Small Room

446 Square Feet (21x22)

<u>Type of Event</u>	<u>Amount</u>
Standard Rate	\$75.00
Non-Profit Rate	\$37.50

<u>Capacities per Square Foot</u>	
Theater Style	20
Classroom Style	16
Hollow Box	16
Round Tables	16



### Lobby ONLY:

<u>Type of Event</u>	<u>Amount</u>
All Events	\$100.00

### Refrigerator Only:

<u>Type of Event</u>	<u>Amount</u>
All Events	\$50.00

### Additional Charges:

<u>Type of Event</u>	<u>Amount</u>
Use of Lift *Operated by Roswell CVB Staff only	\$25.00 per hour

### Holiday Closures

New Year's Day  
Easter  
Memorial Day  
Labor Day  
Thanksgiving Day  
Christmas Day

No bookings will be accepted for these days and use of the facility is limited to 10:00 pm on the day prior to these holidays, with the exception of New Year's Eve.

