

City of Aztec
Ordinance 2024-549
Amending Chapter 16 Fee Schedule, Article VI. Community Center

WHEREAS, City Staff periodically reviews Chapter 16 to determine if the information and fee amounts are accurate or correct; and

WHEREAS, the Senior-Community Center has undergone extensive remodeling to the kitchen and has added a conference room; and

WHEREAS, the use of the kitchen and conference rooms have not been accounted for within the Chapter 16 Fee Schedule, Article VI Community Center; and

WHEREAS, the availability of rentals has changed; and

WHEREAS, City Staff has reviewed and made necessary corrections and additions.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Aztec, New Mexico, that Ordinance 2024-549 Amending Chapter 16, Article VI Community Center, be adopted as attached.

PASSES, APPROVED, SIGNED, AND ADOPTED this 14th day of May 2024 by the Aztec City Commission, City of Aztec, New Mexico.

Michael A. Padilla, Sr., Mayor

ATTEST:

Karla Saylor, City Clerk CMC

APPROVE AS TO FORM:

City Attorney

Advertised Date of Final Adoption: _____

Effective Date of Ordinance: _____

**Chapter 16
FEE SCHEDULE**

ARTICLE VI. COMMUNITY CENTER

Sec. 16-260. Definitions.

Aztec Club or Organization

Any organization that can provide a Charter, by-laws, or a letter confirming its association as an Aztec club or organization.

For Profit Use

Any person or organization scheduling an event with the intent to raise funds that is not recognized by either the state of New Mexico or the IRS as a non-profit.

Private Use

Includes weddings, receptions, parties, and dances.

Other Non-Profit Use

Non-profit events for non-Aztec based non-profits.

(Ord. 2010-381, eff. 2010-May-05)

Sec. 16-261. Availability.

The Community Center is not available to rent on the following:

- ~~1. City holidays and holiday weekends.~~
2. Past mid-night on any night.
3. Between the hours of 8 am and 3 pm Monday through ~~Friday~~ **Thursday**
(Ord. 2010-381, eff. 2010-May-05)

Sec. 16-262. Requirements or Restrictions.

In addition to those terms established in the *Community Center Scheduling Policy and Rental Agreement*, the Community Center will enforce the following requirements and/or restrictions:

1. Fees and all fully completed paperwork must be paid and submitted at least one (1) month prior to the event.
2. Fees will be refunded only if the facility was not used and cancellation occurred at least one (1) week in advance of scheduled event.
3. Additional hour fees will be assessed for any additional time over 12 hours.
4. New Mexico Food License for catered events **and kitchen rental** must be provided.
5. Certificate of Liability Insurance is required **and written with the City of Aztec covered for one million dollars (\$1,000,000).**
(Ord. 2010-381, eff. 2010-May-05)

Sec. 16-263. Rental Fees for Dining Area and Kitchen.

1. Aztec Club or Organization.

<i>Duration</i>	<i>Rental Fee</i>	<i>Cleaning Fee ⁽¹⁾</i>	<i>Damage Deposit ⁽²⁾</i>	<i>Kitchen Use Deposit ⁽²⁾</i>	<i>Security Fee ⁽³⁾</i>
Per hour rental ⁽³⁾	\$22.50 \$25	\$50-100	\$50-100	\$150	\$40/hr/officer
12 hour rental ⁽⁴⁾	\$250	\$100	\$100	\$150	\$40/hr/officer

(1) ~~Non-refundable~~ Partially refundable

(2) Refundable

~~(3) Based on more than 2 hours~~ Dance and/or alcohol involved

(4) Additional hourly fees will be assessed for any additional time over 12 hours
(Ord. 2010-381, eff. 2010-May-05)

2. Private and other Non-profit Use.

<i>Duration</i>	<i>Rental Fee</i>	<i>Cleaning Fee ⁽¹⁾</i>	<i>Damage Deposit ⁽²⁾</i>	<i>Kitchen Use Deposit ⁽²⁾</i>	<i>Security Fee ⁽³⁾</i>
Per hour rental ⁽³⁾	\$35	\$0 -100	\$50 -300	\$150	\$40/hr/officer
12 hour rental ⁽⁴⁾	\$350	\$100	\$300	\$150	
12 hour rental⁽⁵⁾	\$350	\$100	\$300		\$40/hr/officer

(1) ~~Non-refundable~~ Partially refundable

(2) Refundable

~~(3) Based on more than 2 hours~~ Dance and/or alcohol involved

(4) Additional hourly fees will be assessed for any additional time over 12 hours

~~(5) 12 hour rental with dance and/or alcohol~~

(Ord. 2010-381, eff. 2010-May-05)

3. For Profit Use.

<i>Duration</i>	<i>Rental Fee</i>	<i>Cleaning Fee ⁽¹⁾</i>	<i>Damage Deposit ⁽²⁾</i>	<i>Kitchen Use Deposit ⁽²⁾</i>	<i>Security Fee ⁽³⁾</i>
Per hour rental ⁽³⁾	\$45	\$0 -100	\$50 -300	\$150	\$40/hr/officer
12 hour rental ⁽⁴⁾	\$450	\$100	\$300	\$150	
12 hour rental⁽⁵⁾	\$450	\$100	\$300		\$40/hr/officer

(1) ~~Non-refundable~~ Partially refundable

(2) Refundable

~~(3) Based on more than 2 hours~~ Dance and/or alcohol involved

(4) Additional hourly fees will be assessed for any additional time over 12 hours

~~(5) 12 hour rental with dance and/or alcohol~~

(Ord. 2010-381, eff. 2010-May-05)

Secs. 16-264. Kitchen Use.

For operation of the kitchen facility, renters must have the following:

1. New Mexico Food License for catered events.
2. Food insurance which includes the City of Aztec.

The cost of which is \$25 per hour in addition to the fees established in Sec. 16-263.

Secs. 16-265. Conference Room A or B.

	<i>Rental Fee Per Hour</i>	<i>Cleaning Fee (1)</i>	<i>Damage Deposit (2)</i>
Aztec Club or Organization	\$20	\$100	\$300
Private and other Non-profit Use	\$30	\$100	\$300
For Profit	\$40	\$100	\$300

(1) Partially refundable

(2) Refundable

Secs. 16-266 to 16-269. Reserved.