

**SANTA FE COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RESOLUTION NO. 2025 - 043**

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**A RESOLUTION TO REPEAL AND REPLACE POLICIES FOR COMMUNITY  
CENTERS**

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**WHEREAS**, under the provisions of Section 4-38-13 and 4-38-18, NMSA 1978 (1876), the Santa Fe Board of County Commissioners (the BCC) is charged with the duty and responsibility to manage all property owned by the County; and

**WHEREAS**, Santa Fe County owns or leases and manages community centers located throughout Santa Fe County as listed on Exhibit A; and

**WHEREAS**, Resolution No. 2013-61 was adopted on June 11, 2013, Replacing Policies for County Owned or Leased Community Centers; and

**WHEREAS**, on January 27, 2015, the Commission adopted Resolution No. 2015-24 amending Resolution No. 2013-61 to Clarify Policies for County Owned or Leased Community Centers; and

**WHEREAS**, the BCC desires to implement revised policies applicable to all Santa Fe County community centers including those acquired or constructed after adoption of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Santa Fe County Board of County Commissioners that Resolutions No. 2013-61 and 2015-24 are hereby repealed and replaced in their entirety by the policies attached hereto as Exhibit B, which shall apply to all Santa Fe County Community Centers and Recreation Facilities.

**PASSED, APPROVED, AND ADOPTED ON THIS 8<sup>th</sup> DAY OF APRIL, 2025.**

**SANTA FE COUNTY  
BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_

*Camilla Bustamante*  
Camilla Bustamante, Chair

**ATTEST:**

*Katharine E. Clark*

Katharine E. Clark  
Santa Fe County Clerk

Date: \_\_\_\_\_

*01/09/25*



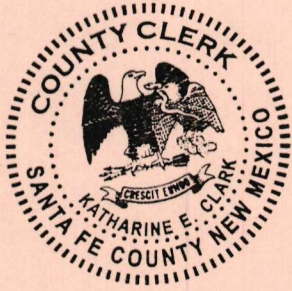
SFC CLERK RECORDED 04/15/2025



Approved as to form:

*Peter Valencia for*

Walker Boyd  
Santa Fe County Attorney



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

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I Hereby Certify That This Instrument Was Filed for  
Record On The 15TH Day Of April, 2025 at 09:17:39 AM  
And Was Duly Recorded as Instrument # 2056980  
Of The Records Of Santa Fe County

Deputy *[Signature]* Witness My Hand And Seal Of Office  
Katharine E. Clark  
County Clerk, Santa Fe, NM

SFC CLERK RECORDED 04/15/2025



**Exhibit A**

**Santa Fe County Community Centers**

**La Cienega Community Center**

136 Camino San Jose (CR 50-A)  
La Cienega, NM 87507

**Bennie J. Chavez Senior/Community Center**

354 Juan Medina Rd  
Chimayo, NM 87522

**Rio en Medio Community Center**

1 El Alto  
Rio En Medio, NM 87506

**Nancy Rodriguez Community Center**

1 Prairie Dog Loop  
Santa Fe, NM 87507

**Cerrillos Community Center**

6 Main St  
Cerrillos, NM 87010

**Nambe Community Center**

180 A SR 503  
Nambe, NM 87506

**El Rancho Senior/Community Center**

394 County Rd 84  
El Rancho, NM 87506

**Cundiyo Community Center**

5 Jose Simon Drive  
Cundiyo, NM 87552

**Max Coll Community Center**

16 Avenida Torreon  
Eldorado, NM 87508

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**Exhibit B:**

**POLICIES FOR SANTA FE COUNTY COMMUNITY CENTERS**

**I. General**

Community Centers (“Centers”) owned by or leased to the County of Santa Fe (“the County”), as listed on Exhibit A, are for the use of the County and County residents and may be used for public or private gatherings in accordance with this policy. The Centers may be used for standing or regularly scheduled meetings. No standing or regularly scheduled meetings shall be scheduled on weekends. Weekend events require a separate application and payment of fees. The Centers shall not be rented for any meetings or events during County observed holidays (including holiday weekends such as Thanksgiving and Christmas). Centers shall not be used for any commercial, business or profit-generating activities. It shall be strictly prohibited to engage in any activities intended to generate revenue, including but not limited to retail sales, services for profit, or any form of business operations on the rented premises.

The County reserves the right to use any Center at any time. The County also reserves the right to refuse service, and blackout dates for any reason.

**II. Applications**

The County shall schedule, process and calendar events and take on other responsibilities associated with running the Community Centers. The County shall ensure that each person or entity seeking to utilize a Community Center completes an application before the facility is reserved. Upon application, the applicant must present a current photo ID and proof of residency reflecting renter/entity resides within Santa Fe County. Acceptable forms of photo IDs are driver’s licenses, identification cards, consular identification cards, passports, or other forms of photo identification cards issued by a governmental entity to establish a person’s identity.

The County shall accept applications on a first come, first serve basis. Reservations shall not be accepted more than one (1) year before the date of any function or activity, including standing or regularly scheduled meetings. Organizations shall initially schedule one (1) years’ worth of standing or regularly scheduled meetings. Thereafter, organizations shall be given a reasonable opportunity to renew their standing or regularly scheduled meetings before the dates of their standing or regularly scheduled meetings are offered to others for rental. Only individuals signing on applications or their assigned designee will be allowed to accept keys for the Centers.

**III. Fee Schedule and Receipt of Funds**

Fees for use of the Community Centers will be as follows:

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1. A \$65 rental fee will be charged for each single use of the Center. The rental fee may be waived for government entities by the County Manager or Designee.
2. A \$200 annual rental fee will be charged for the facility for standing meetings/events that are repetitive but do not exceed one meeting/event per month. Weekends and County holidays are excluded. The annual rental fee may be waived for Government entities by the County Manager or Designee.
3. A \$330 annual rental fee will be charged for other Community Center activities/events which do not fall under Categories 1 or 2. Pursuant to the procedures, a Letter of Request must be submitted with the application. Weekends and County holidays are excluded. The Letter must include:
  - (a) Purpose of activity/event
  - (b) Dates and times of the activity/event
  - (c) Who is eligible to attend the activity/event
  - (d) Fees associated with the activity/event
  - (e) Community benefit

The letter must also include any other information that the County deems necessary. The County Manager or Designee shall have the discretion to approve or reject all such applications and accompanying letters of request, for any legal reason, including based on the benefit to the community which would be provided by the activity/event.

4. \$150 refundable cleaning/damage deposit. Deposits will be returned after the Center has been deemed clean by the County and the key is returned. Keys must be returned no later than two business days after the date of rental.

Fees and deposits paid by check, money order or cashier's check shall be made payable to "Santa Fe County". No cash payments will be accepted. All such funds received by the County shall be credited to the budget for operations and maintenance of each Center. All funds received will be used exclusively for the benefit of the Center generating the funds as determined by the County.

Beginning March 1, 2026, and each year thereafter, the rates and charges adopted through this resolution shall automatically be adjusted by the corresponding change in the Consumer Price Index (CPI). Santa Fe County shall post each new rate and fee change on the Santa Fe County website.

**IV. Insurance Policy:**

The County requires any renter of a Center to obtain a Certificate of Insurance prior to renting any Center, with the County of Santa Fe named as additional insured on the policy. The amount of general liability insurance required for groups will be \$1,000,000. The Certificate of Insurance must be received by the County at least one month prior to the



event. If the event at the Center is reserved within 30 days of the event, the renter will provide the Certificate of Insurance as soon as possible to the County and prior to the event.

**V. Cancellation Policy:**

The County requires any renter who wants to cancel a reservation to do so at least seven business days prior to the reservation. If the cancellation is not made within the seven-day window, the deposit will be forfeited. A full refund will be given for requests to cancel a reservation received at least seven business days prior to the reservation.

**VI. Community Centers Co-Existing with Senior Centers**

Santa Fe County Community Centers co-existing with Senior Services programs may not be reserved for events Monday through Friday.

Senior Services kitchens are not available for Center use. They are to be used only by authorized Senior Services staff for Senior Services activity programs.

**VII. Prohibited Activities**

All activities that are illegal under state and/or federal law are strictly prohibited on County property and in County owned or leased facilities. The use of alcoholic beverages is strictly prohibited. Community Centers and Facilities are smoke free environments.

**VIII. Amendments**

These policies may be evaluated and proposed for amendment from time to time.

**IX. Priority and Approval Process for Conflicting Meeting/Event Requests**

In the event that the County receives conflicting requests for standing meetings/events/activities under Section III(2)-(3), the County shall give preference to reasonable requests from, first, Community Organizations recognized by the Board pursuant to Section 2.2.2.2 of the Sustainable Land Development Code and, second, Registered Organizations recognized by the Land Use Administrator pursuant to Section 2.2.3.5 of the Sustainable Land Development Code. In addition, notwithstanding anything in these policies to the contrary, Community Organizations recognized by the Board pursuant to Section 2.2.2.2 of the Sustainable Land Development Code may request, and the County Manager or designee may approve, a reasonable number of weekend day regular meetings/events/activities.