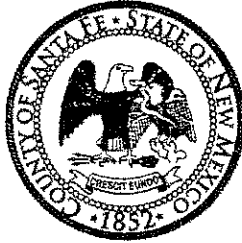


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Board of County Commissioners

From: Rachel O'Conner, Director
Santa Fe County Community Services Department

Anna L. War, Program Manager
Community Services Department / Community Operations

Through: Katherine Miller
Santa Fe County Manager

Date: October 10, 2018

Subject: Change to Fee Schedule for rentals of the Stanley Cyclone Center to include Non Profit Events, Private Events, and Weddings.

Issue:

The Stanley Cyclone Center has now been open for over two years. The Community Services Department recently hired a new Event Coordinator for that facility. And after evaluating the type of event requests, it has been suggested to add fees that pertain to nonprofit events, private events, and weddings.

Background:

In December, 2016, the Board of County Commissioners approved a fee schedule for rentals / events at the Arena. This included private riding, open riding, 4H events, and riding with livestock. There have been recent requests to reduce the fees for events involving nonprofit entities. Also, the current fee schedule does not include fees for private events such as parties, etc. Lastly, for wedding requests, we are proposing a "package deal" to cover day before set up, day of event, and day after tear down.

The fees that are proposed are as follows:

Non Profit Full Day Event	\$200.00
Non Profit Half Day Event	\$100.00
Private Event Full Day	\$200.00
Private Event Half Day	\$100.00

Wedding Package:
Half Day Set Up Fee: \$100.00
Full Day Event Fee: \$200.00
Half Day Tear Down Fee: \$100.00
Total: \$400.00

Staff Recommendations

The Community Services Department recommends that the Board of County Commissioners approve that the above noted fees be added to the current fee schedule for use of the Stanley Cyclone Center.

Santa Fe County Stanley Cyclone Center Rental Fees

All user agreements must be completed a minimum of 21 days prior to the rental date

Rental Hours are 8:00 a.m. – 10:00 p.m. Monday – Sunday for events; 8-5 Monday –Friday for Open Riding

Rental Fees

Customer Type	Roping Arena 41,497 ft. Occupancy ____	Classroom Occupancy ____
NMSU Sponsored / 4H/FFA Revenue Generating Event	\$50	\$0
County/NMSU Sponsored/4H/FFA Event and other Non Revenue Generating Events	\$0	\$0
Commercial Event – Full Day	\$400	\$75
Commercial Event – Half Day	\$250	\$75
Riding w/ Livestock – Full Day	\$250	N/A
Riding w/ Livestock – Half Day	\$150	N/A
Private Riding – Full Day	\$80	N/A
Private Riding – Half Day	\$40	N/A
Open Riding (M-F, 8-5) Saturdays (If no other events happening) 2 hour Sessions	\$5 per horse – Limit of 6 horses	

Cleaning / Damage Deposit

Customer Type	Roping Arena 41,497 ft. Occupancy ____	Classroom Occupancy ____
NMSU Sponsored / 4H/FFA Revenue Generating Event	\$50	
County/NMSU Sponsored/4H/FFA Event	\$0	\$0
Commercial Event – Full Day	\$750	\$50
Commercial Event – Half Day	\$750	\$50
Riding w/Livestock – Full Day	\$500	N/A
Riding w/ Livestock – Half Day	\$250	N/A
Private Riding – Full Day	\$100	N/A
Private Riding – Half Day	\$50	N/A

