

SANTA FE COUNTY CLERK
Facility Rental Agreement
Fort Marcy Park Complex (Gym) and Southside Library

This Agreement for the rental of a venue for the purpose of reserving a voting location for elections, and related activities, conducted by the **Santa Fe County Clerk of Santa Fe County** is made by and between the **City of Santa Fe (“City”)** and Santa Fe County (“County”), a political subdivision of the state of New Mexico (collectively, the “Parties”).

Whereas, the County desires to temporarily, occupy, and make use of the following City facilities as voting locations for the 2026 Primary Election (collectively, the “Venues”): **Fort Marcy Park Complex, 490 Bishops Lodge Rd, Santa Fe, NM 87501** and **Southside Library, 6599 Jaguar Drive Santa Fe, NM 87507**; and

Whereas, the City represents that the Venues have broadband internet; and

Whereas, the City agrees to such rental, occupation, and use of the Venues to assist the County in the conduct of the 2026 Primary Election.

Now, therefore, the Parties agree to the following terms and conditions:

1. The County shall pay to the City the sum of \$0 for rental of the Venues.
2. The County Clerk’s Office shall have access to and use of the Southside Library between **May 13, 2026, and June 5, 2026**, for the purpose of 2026 Primary Election – Early Voting and Election Day Voting and the Fort Marcy Complex between **May 29, 2026, and June 5, 2026**, for the purpose of the **2026 Primary Election Day Voting** (collectively, the Events). As the Events approach, a staff member from County Clerk’s Office will coordinate the exact set up and tear down times. Owner shall provide the County Clerk items necessary to give the County Clerk access to the Southside Library no later than **May 13, 2026**, and the Fort Marcy Park Complex no later than **May 29, 2026**.
3. **The City shall, to the extent within its control, ensure that the Venues shall maintain broadband internet connection throughout the rental period which will provide the County Clerk’s Office with real-time access to the voter registration electronic management system.**
4. Within three (3) days of the rental period’s expiration, the County Clerk’s Office shall return to City all keys and other access control devices in its possession.

5. The County Clerk’s Office shall remove all personal property, trash, and other items that were not present in the Venues when the County Clerk’s Office took control of it.

6. Any liability on the part of the City or the County incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act §41-4-1, et seq., NMSA 1978, as amended. No provisions of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by the City or the County or their “public employees” at common law or under the New Mexico Tort Claims Act.

7. Any disputes arising under this contract shall be adjudicated in the First Judicial District Court, Santa Fe, New Mexico.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the last signature below.

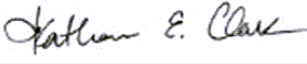
SANTA FE COUNTY



Gregory S. Shaffer
Santa Fe County Manager

5/3/2026


Date

Approved:


Katharine E. Clark
Santa Fe County Clerk

05/29/2026

Date

Approved as to form:
 for

Walker Boyd
Santa Fe County Attorney

4.10.26

Date


CITY OF SANTA FE




Brian Moya
Interim City Manager

Apr 21, 2026

Date

Attest:


Geraldyn Cardenas, City Clerk 



Approved as to form:

Marcos Martinez

Marcos Martinez (Apr 20, 2026 10:35:38 MDT)

Marcos D. Martinez
City Attorney

Apr 20, 2026

Date

SFC Agreement No. 2026-0296-CLK


SFC Agreement No. 2026-0296-CLK - City of Santa Fe (Fort Marcy and Southside Library)


Final Audit Report

2026-04-20


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