



## Main St. Downtown Facility Use Permit Process and Application

The Main St. Downtown Facility Use Process establishes guidelines and makes recommendations based on State laws, City ordinances, requirements, and regulations for activities hosted by citizens, businesses, and organizations. The steps outlined in this document will:

1) Improve the efficiency of the permitting process; and 2) Minimize the impact on downtown residents, businesses, or the City's ability to provide emergency services. For the purpose of this process, the Tax Increment Development District shall be the permitting boundary.

Main St. Downtown has a diverse set of stakeholders representing a wide variety. Any person or organization desiring to hold an event in the Main St. Downtown area has more aspects to consider than when holding an event at other City facilities. The event sponsor assumes overall responsibility for the set-up and running of the event. It is up to the applicant to: 1) Adhere to the current ordinances, requirements, and regulations; 2) Assure that the event has all supplemental documentation turned in prior to the event, in accordance with the criteria laid out on Page 2; 3) Remain in compliance throughout the entire event; and 4) Communicate with all impacted downtown stakeholders.

**Failure to comply with the requirements made by the City within this permit can result in a shutdown of the event with possible legal ramifications.**

***If you have any questions, please contact:***  
*Chris Faivre at 575-541-2150*  
*or send an email to [downtown@las-cruces.org](mailto:downtown@las-cruces.org).*

## Steps for Completing the Permit Process

1. **Contact the Downtown Staff** for pre-application discussion to find out whether your event can be held downtown. Staff will provide you with the City Manager's Facility Use Policy and Downtown Facility Permitting Standard Operating Procedures.
2. **Select the downtown location that you would like to reserve from the list on page 4.**
3. **To obtain preliminary approval you must submit a complete Permit Application, site plan, and payment to the Downtown Staff.**
4. **Determine whether your event will require a street closure and/or include alcohol consumption.** Follow the appropriate steps below based on the number of working days. Listed below are minimum time requirements; earlier is better. This allows City staff the time to assist with solutions to any unexpected problems before your special event and help meet the permits and insurance deadline. For this process, a Facility Use Packet will be considered complete and ready for final approval only if it includes:
  - 1) Filled-out Facility Use Application, included herein;
  - 2) Site Map of your event, as referenced on Page 4
  - 3) Proof of Liability Insurance listing the City of Las Cruces as additionally insured, as referenced on Page 6;
  - 4) Traffic Control Plan and invoice from barricade company, if applicable;
  - 5) Main Street Stakeholder Notification Form, if applicable.

### Events without street closure or alcohol (excluding Main Street)

A Facility Use Packet shall be turned in at least **15 working days** (3 weeks) prior to the event. The application will then be subject to a review and action by the Downtown Staff. The Downtown Staff may request input from some of the Main St. Downtown stakeholders.

### Events involving a street closure or parade, but without alcohol (not including Main Street closure)

A Facility Use Packet shall be turned in at least **20 working days** (4 weeks) prior to the event. The application shall include: 1) A map of the proposed street closures or the route of the procession or parade; 2) The staging location; and 3) The start and end times. This information is in addition to that requested on the application. The application will then be subject to a review and action by the Downtown Staff. The Downtown Staff may request input from some of the Main St. Downtown stakeholders.

### Events with alcohol, regardless of street closure

A Facility Use Packet shall be turned in at least **45 working days** (9 weeks) prior to the event. In addition to the application, the process and timeline defined by the City for alcohol licensing must be followed. Inability or unwillingness to follow the process and/or timeline will result in a denial of the Facility Use Application. If a street closure is also requested as part of the application, the organizers must follow the policy for events with street closures. The application will then be subject to a review and action by the Downtown Staff. The Downtown Staff may request input from some of the Main St. Downtown stakeholders.

### Events with Main Street closure

A Facility Use Packet shall be turned in at least **60 working days** (12 weeks) prior to the event. Input from businesses with a storefront on the portion of Main Street you wish to close must be notified and invited to collaborate on your event, if they wish. **A signature from the business owner listed**

**on the Main Street Stakeholder Notification Form will be required from at least 75% of all listed Main Street stakeholders to approve this application.**

**5. Obtain the necessary approvals and signatures.**

- Complete the necessary sections on this permit application for the following requests:
  - Events including street closures – Street/Block Party Information, and invoice from barricade company
  - Events including Main Street closure – Main Street Stakeholder Notification Form, in addition to Street/Block Party Information
  - Events including amplified sound or music – Temporary Sound Information
- Events including a parade or procession – Parade Permit and Traffic Control Plan
  - Permits located at: <http://www.las-cruces.org/departments/police-department/permits-forms-and-reports>
- Events including participants and vendors using open flames – Downtown Staff will contact the LCFD Fire Marshal
- Events with private security – Security Agreement or Receipt for Services
- Events with porta-potties – Agreement with Company or Receipt for Services
- Events including alcohol – Applicant(s) shall complete State permitting requirements and meet City deadlines
- Events held on public property do not need to apply for a business license

**6. Keep the signed permit with you at your event at all times and comply with all requirements. You are responsible for reporting any changes to your event to the Downtown Staff.**

**7. During events that occur after working hours in which immediate assistance is required please contact Utility Dispatch at (575)526-0500**

**8. Please note that receipt of Facility Use Packet by Downtown Staff does not reserve your date. The date will not be reserved until payment is made.**

Initial and Date as Acknowledgment: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Received by: \_\_\_\_\_, Downtown Staff

## Available Venues

The following Main St. Downtown areas are usually available for reservation for specific events:

- Plaza de Las Cruces (any type of fixture or structure will not be allowed on sundial)
- Plaza Place
- Organ Ave from Main St. to Church St.
- North section of Main Street from Las Cruces Ave. to the round-a-bout.
- Center section of Main Street from Las Cruces Ave. to Griggs Ave.
- South section of Main Street from Griggs Ave. to Bowman Ave.
- Any two (2) or three (3) sections of Main Street, between roundabout and Bowman Ave.
- La Placita and other callecitas, including Hadley, Court, and May
- Sidewalk areas that do not affect pedestrian and ADA traffic flow.
- Public parking lots.
- Select on-street parking spaces.

## Site Plan or Route Map Information

The Site Plan is a detailed map and “floor plan” of your event. The Route Map details the entire parade or procession route. To ensure a quick and thorough review of your Facility Use Application, please include the following applicable details on the Site Plan or Route Map and submit it with your application. A base map will be provided by staff. Applications submitted without a site or route plan or with an incomplete plan may result in the application being denied.

Site Plans or Route Maps shall include the following:

1. The location and boundaries of the planned event, including proposed fencing, location of all entrances and exits, emergency exits, and security guard and fire extinguisher locations
2. All stage, table, and canopy locations, include dimensions
3. All signage for the event, both internal and external to the event site boundaries
4. All proposed porta-potty locations, including ADA-accessible porta-potties and hand-washing stations
5. All proposed trash dumpster locations, including size and placement
6. A Traffic Control Plan (TCP) is required for a street closure. (Select TCPs are provided by staff.)
7. A Route Map and Traffic Control Plan are required for parades or processions

## Applicant’s Checklist

Please remember to:

- Contact the Downtown Staff and schedule to have application reviewed.
- Read and understand the City Manager’s Facility Use Policy and Downtown Facility Permitting Standard Operating Procedures.
- Complete the Facility Use Application on page 5, with consideration that set-up time includes reservation of facilities.
- Return the completed Application and necessary permits within the required time frames list on page 2.
- Attach a Site Plan and/or Traffic Control Plan.
- Submit the liability insurance and endorsement, if required.
- Read and understand the Special Events & Festival Fire Safety Guidebook.

## Facility Use Application *(Please Print All Information)*

<b>Downtown Staff, Economic Development</b> (575) 528-3476 (Office); (575) 528-3101 (Fax) Email: <a href="mailto:downtown@las-cruces.org">downtown@las-cruces.org</a>				Application Date:		
<b>Customer Information</b>						
Organization:			Contact:			
Address:						
City & Zip Code:			Phone Number(s):			
Email:			CID#:			
<b>Event Information</b>						
Event Title:				Event Date:		
Event Description:						
Downtown Facility Requested: (Include Section or Area(s), if applicable)						
Estimate Number of Attendees:		Set-up time:		Tear-down Time:		
		Event start:		Event end:		
<b>Please check all that apply to your event</b>						
<input type="checkbox"/>	Amplified Sound <sup>#</sup>	<input type="checkbox"/>	Street Closure*	<input type="checkbox"/>	Parade or Procession*	<i>Electricity and water available at Plaza de Las Cruces, La Placita, and Main St.</i>
<input type="checkbox"/>	Jumping Balloon <sup>^</sup>	<input type="checkbox"/>	Canopies	<input type="checkbox"/>	Alcoholic Beverages <sup>^</sup>	
<input type="checkbox"/>	Porta-Potties <sup>&gt;</sup>	<input type="checkbox"/>	Stage Sound <sup>~</sup>	<input type="checkbox"/>	Stage Lighting <sup>~</sup>	
Will food and/or beverages be served? Yes <input type="checkbox"/> No <input type="checkbox"/>			Will food be prepackaged? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Number of vendors using open flame?			Number of total vendors are participating?			
<sup>#</sup> Complete the Temporary Sound Information below. LCPD approval required. <sup>*</sup> Complete the Street/Block Party Information on page 6. Submit a traffic control plan for review and approval by Streets Section and LCPD. Must supply invoice from barricade company. <sup>^</sup> Additional liability insurance is required. <sup>~</sup> Use of the stage sound and lighting will require an additional cost for a City of Las Cruces certified electrician. <sup>+</sup> Use of food trucks will require that you provide porta potties for your event; Consistent with NMEIB code 7.6.2-F. <sup>&gt;</sup> Event organizer will be charged a fee of \$15/day for porta potties not removed after event.						

<b>Temporary Sound Information</b> (if applicable)	
Is it in a residential zone? Yes _____ No <u> X </u>	
If not in a residential zone, what is the distance of proposed activities from a residential zone: 350 Ft.	
Number of amplification devices:	Anticipated direction of amplification devices:
Will the activity be held within or without a structure?	

Under the provisions of the Municipal Code 19-134 of the City of Las Cruces, New Mexico, the undersigned hereby applies for a Temporary Sound Permit, and hereby agrees to the following stipulations:

1. Issued permits will be surrendered to any city police officer upon request when it is determined that the restriction of the permit specifying duration has been violated.
2. The Chief of Police will review reapplication for a permit and may deny the application for reasons including; multiple documented complaints received by residents in the locality of the permitted activity, or if an applicant has previously been required to surrender a permit.

**Street/Block Party Information** (if applicable)

Street closure (Include street names and aa traffic control plan.):

The applicant hereby applies for a Streets/Block Party Permit and agrees to the following stipulations:

1. Street barricading shall comply to the City-approved traffic control plan and is the sole responsibility of the applicant.
2. Adequate space will be provided at all times on the streets for passage of emergency vehicles.
3. Applicant assumes all liability and/or damages, and will hold harmless the City of any liability whatsoever.
4. Applicant assumes all responsibility for the conduct of all participants in compliance with all City laws.
5. Removal of any garbage, paper, or other debris is the sole responsibility of the applicant.

Use Fees					
Service		Cost	Quantity		Total Cost (\$)
<input type="checkbox"/>	Facility	\$50/4 hours per Park, Area, or Section	Hour(s)	Section(s)	
<b>Date Paid:</b>			<b>TOTAL</b>		
Estimated Cost for Additional Services (Final total to be invoiced after the event)					
Service		Cost	Quantity		Total Cost (\$)
<input type="checkbox"/>	Trash cans (64 or 96 gal.)	\$13.25/can	Can(s)		
<input type="checkbox"/>	Recycling Cans	\$0	Can(s)		
<input type="checkbox"/>	8-yard Dumpster	\$63/pull	Pulls		
<input type="checkbox"/>	30-yard Dumpster	\$162.80/pull	Pull(s)		
<input type="checkbox"/>	Dump Fee	\$37.50/ton	Ton(s)		
<input type="checkbox"/>	Park Staff (if needed)	\$25/hour per person	Person(s)	Hour(s)	
<input type="checkbox"/>	Certified electrician (if needed)	\$50/hour per person	Person(s)	Hour(s)	
<input type="checkbox"/>	Fire Inspection (if needed)	During work hours – \$0 After hours - \$60			
<input type="checkbox"/>	Police	LCPD will provide cost estimate			
<input type="checkbox"/>	Fire/ EMT	LCFD will provide cost estimate			
<b>Date Paid:</b>			<b>TOTAL</b>		

\*City may require additional services depending on the scope of work and evaluation by various departments.

**Liability Insurance w/Endorsement**

*A general one million-dollar (\$1,000,000) liability policy is required naming the City of Las Cruces as additionally insured with an endorsement. Insurance is also required for Leagues/Associations. If a jumping balloon or similar activity is desired, a three-million-dollar (\$3,000,000) liability policy is required naming the City of Las Cruces as additionally insured with an endorsement. All vendors operation on City property must demonstrate that they meet state of New Mexico Workers Comp statutory limits\**

**Food Trucks:** *In addition to the general liability requirement above, food trucks operating on any City property will need to provide a certificate showing auto liability \$1m, and Workers Compensation\* Insurance that meets the State of New Mexico statutory limits.*

**\*Workers Comp** – if vendors have less than 3 employees on payroll, they just need to send a statement saying they have had less than 3 employees for the last year. Otherwise, they will need to show proof if workers comp.

<input type="checkbox"/>	Insurance Required	<input type="checkbox"/>	City-organized Event	Date Required:
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\*Failure to provide insurance by date required will result in cancellation of your event.

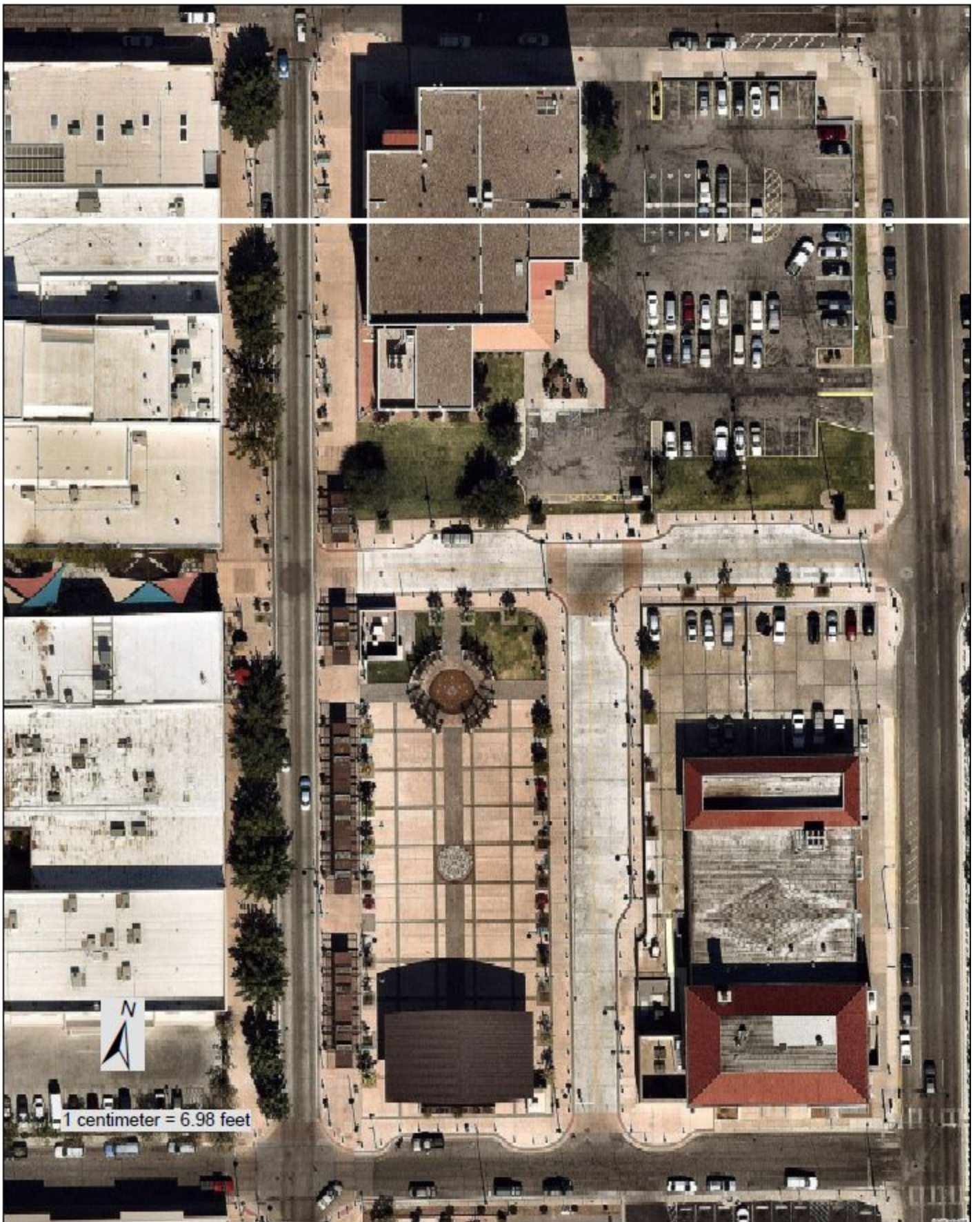
<b>Liquor Service Liability Insurance w/Endorsement</b>			
<i>If alcohol is served at your event, a million-dollar (\$1,000,000) liquor liability policy is required naming the City of Las Cruces as an additionally insured with an endorsement.</i>			
<input type="checkbox"/>	Insurance Required	<input type="checkbox"/>	Insurance not Required
		Date Required:	
<b>Customer Signature</b>			
<i>By signing this form, I hereby acknowledge that I have read and received all pertinent information regarding the rules and regulations as set forth by the City of Las Cruces. All required insurance certificates are due by date agreed upon in the date required boxes. Facility use fees are required to gain preliminary approval. <b>Failure to provide insurance certificate(s) and fees by required date may result in cancellation of event.</b></i>			
Applicant Signature:			Date:

<b>Temporary Sound and/or Street/Block Party</b>	
<b>For Staff Use Only</b>	
Notes:	
Location Checked By:	Date:
Traffic Ops - Approved By:	Date:
LCFD - Approved By:	Date:
LCPD - Approved By:	Date:

<b>Fire Department Inspection</b>	
<b>For Staff Use Only</b>	
Notes:	
Location Checked By:	Date:
Final Approval By:	Date:

<b>Permit Application Review and Approval</b>	
<b>For Staff Use Only</b>	
Notes:	
Preliminary Approval:	Date:
Pre-Special Event Walk Through:	Date:
Final Approval:	Date:
Post-Special Event Walk Through:	Date:





\*This table only applies to events that request a Main Street Closure

**Main Street Closures require contacting vendors with Main Street Frontage of the block that will be closed. In addition to this you must inquire about including them in your event.**

Business	Acknowledge	Participate in event? Yes/NO	Signature	Date

\*list subject to change