

**Family & Community Services Department
Community Recreation & Educational Initiatives Division
Health and Social Service Centers
Department of Senior Affairs
Senior Centers and Multi-Generational Centers
Priority of Use and Category List for Rentals**

Any requests to use a Community Center, Health and Social Services Centers, Senior Centers and Multi-Generational Centers (Centers) from Categories 2, 3, 4, 5, and 6 will only be approved for a maximum of two months or less.

Any requests to offer classes at Centers from Category 6 will be approved for a maximum of two months or less. Contracts to use the Center will be renegotiated every two months or upon expiration of the previous contract.

CATEGORY 1 – All Center programs, City of Albuquerque sponsored activities and events. This includes all programs, activities and events coordinated and/or sponsored by the Center and or the City of Albuquerque.

Examples: Before/after school program, summer programs, Senior Meal sites, sports activities, staff meetings, trainings, workshops, and orientations, etc.

CATEGORY 2 – Other Governmental Entities (County, State, Federal), whose activities, events, meetings or sponsored activities, are geared towards community constituents. These types of activities, events or meetings should not involve campaigning and should be free and open to the public.

Examples: Town Hall meetings, constituent meetings, etc.

CATEGORY 3 – Public Interest, Non-Profits: All activities of groups that fall in this category must benefit the community, must be free of charge and must be open to the public. This category includes community action groups as official agencies of the federal, state or local governments, and recognized charitable/civic groups whose primary function is promotion of the health, safety, education or welfare of the community. This category includes Albuquerque Public Schools, charter schools and home schools. This category will also include community groups which are defined as non-profit groups that foster partnerships within the surrounding community related to improving the community, creating stronger families and/or contributing to healthier, safer community.

- Must be designated as a non-profit group with 501(c) status from the IRS and must provide proof of 501 (c) status from the IRS. The non-profit may be primarily exclusive in nature.
- Home Owners Associations must provide proof the associations is registered with the City of Albuquerque, Office of Neighborhood Coordination.
- Property Owner Associations.

Examples: Neighborhood Associations meetings and sponsored events, Neighborhood Watch Groups, registered Home Owners Associations, community support groups, immunization clinics, AARP Chapters, Alzheimer's Associations, Girl Scouts, etc.

CATEGORY 4 (Large Events and/or Activities) – Political, commercial for profit groups and other groups, this category includes groups whose purpose is direct or indirect financial gain and whose use of our facilities will result in their direct or indirect financial gain. This includes any activities or events in which any portion of the proceeds from registration, entry or sponsorship fees are deposited into an account not identified as a City of Albuquerque/Center activity fund account.

Examples: Athletic events (camps, clinics, etc.), tournaments (basketball, volleyball, boxing, chess, etc.), campaigns and/or rallies (an organized effort which seeks to influence the decision making process within a specific group also includes organized efforts to alter policy within any institution or organization.), conferences, dances, etc.

CATEGORY 5 – Exclusive use and Individual Requests in this category include groups whose purpose for use of the centers is to benefit an individual, family, organization, school, etc. financially or non-financially. Like category 4, this category also includes groups whose purpose is direct or indirect financial gain and whose use of our facilities will result in their direct or indirect financial gain. This includes any activities or events in which any portion of the proceeds from registration, entry or sponsorship fees are deposited into an account not identified as a City of Albuquerque/Center activity fund account.

Examples: Team practices (pro or amateur), staff meetings or trainings for the organization's members or employees, workshops, fund raising events or activities, team meetings, league and/or team registrations, wedding showers, baby showers, birthday parties, dinners, award ceremonies, meeting, etc.

CATEGORY 6 – Classes, this category includes groups and/or individuals interested in providing on-going classes, educational or otherwise, to the participants in the community for charge or no charge. Groups and/or individuals that fall in this category must comply with a different fee schedule and require proof of (Business License, Background Check, Liability Insurance, etc.) where applied, before they are allowed to utilize our facilities. That fee schedule is called the Request for Interest (RFI) Fee Schedule for groups or individuals interested in utilizing Community Centers. A separate fee schedule has been established by the Department of Senior Affairs. Center usage fees in this schedule are determined by the size of the room required to meet the needs of the participants that attend these classes.

Examples: Educational classes, language classes, lectures, computer classes, fitness classes, arts & crafts classes, life skill classes, hobby exploration classes, game classes, etc.