



## Adventure Gallup & Beyond Managed Trails, Venues, & Events Policy

### PURPOSE:

Events are frequently made to the City of Gallup and McKinley County for permission to hold events on the High Desert Trail System. The purpose of this policy is to provide direction regarding how such event use requests will be processed and what the guidelines for approval are.

Adventure Gallup & Beyond, Inc. (AGB) acts as the gatekeeper at several trail and outdoor recreation venues in Gallup and McKinley County, New Mexico. It is AGB's mission to promote and utilize these venues as an economic driver. AGB seeks to encourage events which utilize the High Desert Trail System and/or the Pyramid Rock and Churchrock Trails. However for the trails to withstand concentrated usage, events need to be organized and managed appropriately. To have optimal venues, AGB needs to be able to maintain trail venues through year-round preservation activities and concentrated maintenance prior to events. Further, all events need to be safe, clean, and respectful of the landowners, the environment, and the venue.

### POLICY :

#### **Pre-event Procedures:**

- Provide a certificate of event liability insurance;
  - Adventure Gallup & Beyond, Inc. will be named as an insured party
  - Additional liability coverage will be required if alcohol is served
    - If alcohol is sold, a "dispensers" permit will be required and all applicable laws must be followed.
    - If alcohol is provided, all applicable laws must be followed.
- Provide an estimate of the number of participants;
- Work with local law enforcement, fire & rescue, and/or search & rescue on emergency response planning;
- Limit motorized vehicles to the designated staging area and restrict vehicle access beyond that point to emergency response only;
- Confine event activities to designated trail corridors;
- Give AGB advance notice of sixty (60) days (i.e., enough time to coordinate with landowners/users);  
In the advance notice, specify the following:
  - Duration of use
  - Where cars will be parked
  - The location of the staging area
  - Submit detailed and complete Event Application (see attached)

#### **Post- Event Procedures:**

- Provide AGB with the following information based on a survey of participants – *samples can be provided*):
  - Actual number of participants and an average entry fee cost per participant;
  - Where participants came from or at least a delineation of the number of locals versus out-of-towners (outside a 60-mile radius);
  - Number of adults/spectators that came to town;
  - Number of hotel rooms rented;
  - How many nights participants stayed in Gallup;
  - If parties purchased gas and how many times;
  - If parties purchased other items by category (e.g. grocery, pharmacy, Indian arts & crafts, etc.);
  - Overall range of spending for each participant;
- Ensure the staging area and the trails are clean of trash;
- Inform AGB if anyone required the services of emergency medical personnel (thus assisting AGB to minimize hazards in future events);
- Report any known damage to the gates, fences, trail, and trail signage that occurs during the event;

## **Fees & Deposit:**

### Fees only apply to AGB, events, trails or venues:

- After event is approved by AGB, a refundable deposit of a minimum of \$100 to not exceed \$1,000 is required, to reserve the use of the trail system on the approved days and times. This price will be determined by AGB based on complexity of event (i.e. number of days, numbers of participants, anticipated damage, familiarity with event sponsor, etc.) This deposit covers any damage or clean-up needed. Event organizer may be required to meet with AGB officials on-site for an inspection after the event ends. If damage occurs, repair costs will be deducted from the deposit. Damage or clean-up costs exceeding the deposit will be assessed after the event;
  - AGB acknowledges several annual events that have historically used the trail venues in the past and for any event wanting to be considered an annual event – the event organizer may be able to roll-over the refundable deposit, after AGB certifies the venue for damage and cleanup activities, to reserve the trail system for future year;
  - A list of potential events and calendar of reserved use can be provided;
- AGB will collect a \$2.50 fee for all actual (not estimated) participants collected and paid for by event sponsor no more than two (2) weeks after conclusion of the event.

## **Usage Decision Making Process & AGB Contacts**

- AGB reserves the right to refuse use for any reason (even in the case of annual events);
- Applicants that do not follow the procedures and/or submit an incomplete or late application will be denied automatically;
- The Board will approve, approve with conditions, or deny usage in a timely fashion (all decisions are final).

### **AGB Contacts.**

#### **Overall Event Coordination & Use:**

Olin Clawson – 870-0211

#### **Access, Trail, and Staging Area Information:**

Karl Lohmann – 979-2837 or Frank Mraz – 870-0181



## General Rules for High Desert Trail System

*High Desert Trail System (HDTS) was created to provide a non-motorized adventure tourism venue for the purposes of economic development, quality-of-life, and healthy living. The HDTS was created through a trail easement over land owned by Gamerco Associates, who generously gave McKinley County and Adventure Gallup & Beyond (AGB) access to these trails. AGB must actively manage this system to be able to meet the conditions of the easement for there use. For this reason, it is up to all users to use common sense and follow these rules.*

### **HAVE A GOOD TIME.**

It is very important that people enjoy their time spent at the High Desert Trail System. Regardless of how people feel when they use the HDTS, when leaving they should feel good about themselves and their experience. All users must smile when exiting the High Desert Trail System.

### **STAY ON DESIGNATED TRAILS.**

AGB maintains trails designated for public use. All users must stay on designated trails - the land on both sides of the trail is private land.

### **BE RESPONSIBLE FOR YOUR PETS.**

Owners are responsible and liable for their pets. Please use common sense and cleanup after them.

### **LITTERING AND DUMPING PROHIBITED.**

This is a carry in, carry out trail system – “leave no trace”. Illegal dumping will be prosecuted.

### **DEFACEMENT PROHIBITED.**

All trail markers, fences, signs, benches, artwork, natural features and materials must be protected. AGB does not have resources to manage vandalism, and vandalism will lead to closure of this venue.

### **ALL GEOLOGICAL AND ARCHEOLOGICAL RESOURCES ARE PROTECTED.**

Do not disturb ancient artifacts or geological features.

### **NO HUNTING OR POACHING OF ANIMALS.**

### **FIRES AND FIREWORKS ARE PROHIBITED.**

### **NO MOTORIZED TRAVEL OR USE.**

AGB’s easement specifically forbids motorized use. Due to soil conditions, this trail is not suitable for motorized use of any kind - it will destroy this system.

### **NO HORSEBACK USE.**

Due to soil conditions, this trail is not suitable for riding horses – horseback riding will destroy this system.

### **RESPECT LIVESTOCK.**

The trail system exists within a natural, holistic environment, which includes livestock – do not harass or scare livestock.

### **NO WOODHAULING.**



High Desert Trail System  
Event Application

*\*Application must be submitted at least sixty (60) days prior to event.*

*\*\*Read AGB Event Use Policy before completion.*

Title of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Name of trail or location requested \_\_\_\_\_

Event Timeline:

Activity	Date	Est. Time
Set-up Start Time		
Event Start Time		
Event End Time		
Cleanup End Time		

Estimated participants \_\_\_\_\_ Est. Spectators \_\_\_\_\_ Est. Staff/Volunteers \_\_\_\_\_ Total \_\_\_\_\_

Name of Event Sponsor \_\_\_\_\_

Contact Information:

Contact Person	
Address	
Email	
Phone	
Cell	
Website (if any)	

Name of Applicant/ Event Organizer, if different: \_\_\_\_\_

Contact Information:

Contact Person	
Address	
Email	
Phone	
Cell	
Website (if any)	

Contact person for event insurance \_\_\_\_\_ Phone \_\_\_\_\_

Contact person for day(s) of event \_\_\_\_\_ Cell \_\_\_\_\_

Describe vehicle parking requirements, planned staging area, and planned parking location?

Will you have security at the event and how will emergency response be provided? Please describe:

Will there be amplified music, performances, or demonstrations? Please describe:

Will you include the provision and use of alcoholic beverages? Please describe:

Describe any activities or special needs not covered above:

Estimate fees enclosed \_\_\_\_\_

*Please attach certificate of insurance and all potential event marketing & trail maps for review*

I have read and agree to comply with the AGB Managed Trails, Venues and Event Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

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Return to:  
Adventure Gallup & Beyond  
106 W. Historic Hwy Route 66  
Gallup, NM 87301  
(505) 722-2228

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**Note: Permission to hold an event may be withdrawn if AGB determines that the event would have an adverse impact on the venue due to unforeseen circumstances that arose after permission was granted.**

