

DAWSON CREEK & DISTRICT STABLES & ARENA ASSOCIATION RENTER'S HANDBOOK



NOTE: THIS HANDBOOK DESCRIBES THE MANAGEMENT OF THE FACILITY BY THE ASSOCIATION

Please note: Renting a stall, pasture area, or the Arena constitutes acceptance of the rules and policies as contained in this Handbook.

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Section 1

INTRODUCTION

MISSION STATEMENT: The Dawson Creek & District Stable and Arena Association is a volunteer society dedicated to providing an affordable and pleasurable multi-use agricultural centre.

The Renter's Handbook is intended to inform renters and users of the facilities and the guide lines which have been established to promote compatibility. As well, many of these guidelines are required to ensure a safe and healthy environment for the horses.

Much has been accomplished since the fall of 1991 when the Association took over the running of the facilities, and there are ambitious plans for further development.

You are a member of the Association by virtue of renting a stall or by purchasing a yearly riding pass. It is hoped you will take an active interest in the Association and support its efforts to maintain and develop the facilities.

To volunteer your services, contact any of the Executive Committee members or the Caretaker.

If you have a question or concern about any of the rules contained in this Handbook, contact a member of the Executive Committee.

Please remember – all that you are enjoying as a member of the Association is due to volunteer effort. **We have an affordable and improving facility that is the envy of horse owners in other areas of the province.** Let's keep it that way!

Section 2

THE D. C. & DISTRICT STABLES & ARENA ASSOCIATION

Purposes of the Association:

- The constitution of the Association identifies the following as being its purposes:

- To promote, develop and maintain the facilities in Dawson Creek known as the Walter Collins Park & the Dawson Creek Lakota Agriplex.
- To ensure fair and efficient scheduling and allocation of the facilities in the Walter Collins Park & the Dawson Creek Lakota Agriplex.
- To organize, promote and manage appropriate affairs such as clinics, demonstrations, shows and other affairs which may be decided upon.
- The city of Dawson Creek requires that we keep the facility safe and clean. It is all member's responsibility not just staff, directors or caretakers.
- To raise funds and to receive, acquire and hold gifts, donations legacies, and grants, for the development of the Society.

The History of the Association

In the spring of 1991, the City of Dawson Creek indicated to stall renters at the Walter Collins Park that the city was no longer going to operate the stables and that the facility was to be shut down. At the time, the stables were in a sorry state of repair and it appeared they would be demolished.

Several stall renters who were upset at the prospect of losing the equestrian facility, joined together and, with the encouragement and assistance from the city, formed the Dawson Creek & District Stables and Arena Association. The Association then drafted an agreement with the city which turned the operation of the facility to the Association in November, 1991.

The story to date of the Association is one of an impressive amount of volunteer labor being devoted to restoring and improving the facility. In turn, this has attracted an ever increasing number of stall renters and facility users, thereby confirming the place of an equestrian centre in Dawson Creek.

Volunteers from the Association have worked diligently with the City of Dawson Creek in the planning and the October 2007 opening of the Dawson Creek Lakota Agriplex. This facility is a state of the art Equestrian centre aimed to accommodate a wide range of interests. The Agriplex houses 110 indoor stalls, 76 tack lockers, complete wash rack and grooming area, and an impressive 100 x 240 foot riding area.

This facility will be host to a variety of equine and bovine events as well as other events requested by various groups. The Association recognizes that with this success comes the need to manage and maintain a facility of this magnitude.

All association members are encouraged to take an active interest in the development of this marvelous equestrian facility. **It is because of our volunteers that we can keep our costs to a minimum and continue to maintain and improve our facilities for everyone to enjoy!**

Section 3

Rate Schedule

All Facilities, Including Outdoor Facilities
effective October 2007

Note: All members must be a member of Horse Council BC or equivalent insurance coverage before using this facility

1. All rents are due on the first of the month
2. Payments may be made through the office: there is a drop slot in the office door if a staff member is unavailable. Office hours are Monday through Friday between 1:00 pm and 5:00 pm
3. Cheques to be made out to: Dawson Creek & District Stables and Arena Association
4. Overdue or late payment of 15 days, the board will review the users file and the person could be asked to leave.
5. Two weeks' notice must be given prior to giving up your stall or you will forfeit your deposit. Notice must be given on the 1st or the 15th of the month, we do not pro rate rentals.

NSF Cheque Charge

- \$50.00 charge per NSF check
- After second NSF we will accept Cash or Certified check only for a period of six months

Note: NSF cheques must be paid in full within 30 days or membership could be revoked.

Stalls:

Monthly – one horse per stall

- \$140 per month including TAX \$90 deposit due first month.
- The damage deposit and clean up fee is refundable upon inspection
- The damage deposit fee is intended to ensure the stall and paddocks are left in the same condition – or better – than when originally rented.
- If stall or paddocks require repair or cleaning, the deposit will be forfeited and a new deposit will be required for further rental.
- Stall rental for events or clinics is \$25/ night
- overnight use by travelers, etc., \$30 including TAX plus \$10 refundable cleaning fee.
- Half Month rent – \$70 including Tax
- Horses are to be vaccinated 2 weeks prior to boarding at Lakota Agriplex.
- Horses are to be quarantined for 2 weeks after being exposed to an auction mart, before using the facility.

Wash Rack

- No charges for current stall renters
- \$5/HORSE for everyone except the stall renter.
- People with Riding Passes will have to pay \$5/horse
- NOTE: Use of Wash Rack is at the user's own risk

Facility

- **Ground Fees:** There is a \$5/horse fee for any Horse Services such as Farriers, Chiropractor work, Massage therapy work administered at the barns.
- Forges are not allowed in the Lakota Agriplex. Any hot shoeing has to be done outside.
- Complete Agriplex Rental- To be determined by Executive
- Arena rental form must be submitted one week prior.

Arena – Lakota Agriplex

- Arena Rental **Clinic** Rate: (10 hour Daily Events - \$350 per day plus TAX (within the hours of 8am and 6pm) \$60 includes TAX for each additional hour that may be required. Contract to be signed 30 days prior.
- Arena Rental **Event** Rate: (10 hr rental time between the hrs of 8am-10pm) \$400 per day Plus TAX. \$60 per hour includes TAX should the event run over the 10 hrs. Contract to be signed 30 days prior.
- Arena Rental: 24 hour Daily Events - \$500 per day plus TAX (6am-11 pm) Contract to be signed 30 days prior.
- Other - Trade Shows, Corporate, etc. \$2500/day minimum plus TAX (6am-11pm) Contract to be signed 30 days prior.

Walter Collins Park: Arenas

- \$200 per day / \$30 per hour plus TAX

**** Note:** There may be a rate reduction to \$45 an hour for arena rental to Youth groups upon prior **written request** and approval by the Board. Youth is classified as 18 years of age or under. You must submit the name of your group, the ages of the participants, and how many were present. No adults can be riding at all to receive this special rate. You will pay the normal rate and the board will send a refund for those that meet the requirements.

Riding Pass

- Single riding pass per season \$250 plus TAX
- Family riding pass per season \$300 plus TAX
- Monthly riding pass per month \$100 plus TAX
- **Family is Parents/Guardians and their dependents, 18 years and under at the time of purchase, residing at the same address.**
- Passes are in effect September-September

Drop – In Fee

- \$15/rider for first two horses - \$10 per horses thereafter. TAX incl.

Section 4

Stables – Rules

- Any Stallion in the facility must have a secured chain, preferably locked, around the stall door as well as the feed door in the stall
- NO SMOKING in any part of the Facility or within 10 meters of the building. Please smoke in designated areas.
- **ALCOHOL IS PROHIBITED IN THE LAKOTA AGRI PLEX AND ANYWHERE ON THE GROUNDS**
- Stalls are assigned by the Caretaker according to policies established by the Association's Executive Committee
- Stalls are to be kept in clean condition (whether in use or not)
***Must be cleaned daily and kept sanitary. Remember, we can have over 100 animals in the stables at any given time. If a stall has not been cleaned sufficiently the renter will be charged \$25 for the stall cleaning.**
- **Horses are to be fed twice a day (minimum)**
- Using the wheelbarrows & shovels provided, empty the manure in the designated area starting at the back and then moving to the front so others can get theirs emptied as well. Caretaker will pile as needed and manure trucked off site as required.
- **Absolutely No Garbage is to be placed in the manure pile (bales strings, coffee cups etc.)**
- Wheel barrows must be left empty at all times
 - Courtesy for the next person using it
- When you have finished unloading hay from your vehicle, the grounds must be cleaned up afterward.
- Please use available carts for unloading hay and tack. Wheel barrows are for manure only.
- **Any drugs** (de-wormers, vaccines etc.), syringes and needles must be kept locked up inside your tack locker.
- Renters are held liable for their stalls, even if co-rented.
- All Renters are to sweep your alley completely each day.
Let us all take our turn, clean up after yourself.
- Please lightly sprinkle the areas to be swept prior to sweeping to help keep the dust down. Do not over water as it can cause erosion on asphalt.
- Alleyways are to be kept clear of garbage cans, chairs, etc.
Note: garbage cans are to be kept in the tack room not in the alleyway. They can be emptied in the dumpster on the east side of the building.
- Tack is to be kept in a locker assigned by the Caretaker upon stall rental. The renter will be responsible for the lock. Hooks,

saddle racks and shelves may be installed by the renter. Any additional fixture must remain in locker.

- **NO** fixtures can be permanently attached to the stalls. All grooming paraphernalia are to be stored in lockers.
- A feed stall will be assigned by the Caretaker. Each feed stall can only accommodate 5 square bales/horse and a sealed bucket of feed. Please use your tack locker for any extras that your horse may require.
- There are no round bales to be allowed at Lakota Agriplex or Walter Collins facility.
- Only one horse per stall is allowed ~ the exception being a mare with a suckling colt under 6 months of age.
- Horses must be attended when tied in the alleyway.
- No breeding of horses is to take place in any arena governed by the Dawson Creek & District Stables & Arena Association.
- In the circumstance that there is an event that requires the majority of the stalls, renters will be asked to relocate their horses to the old barns or turn out pens. Advance notification of one month will be given to renters.
- No riding alone prior to 7am.
- The stalls and arena will be locked between the hours of 11pm and 6am.
- The stables at the Walter Collins Park facility will be locked and opened when needed.

Section 5

Turn out Pens – Rules

1. All paddocks are assigned by the Caretaker according to policies established by the Association's Executive Committee ~It will be necessary to share a turnout pen as there is not enough for each stall.
~It is the responsibility of the renter to coordinate use of the assigned turnout pens within your alley.
2. There is **NO** feeding in the turn out pens at the Agriplex.
3. Turn out pens must be regularly cleaned.
4. Pasture turn out area: Horses can only be turned out in the pasture area with the permission of the Caretaker.
5. No stud over 6 months of age is to be turned out in any paddock area. Portable Stud Pen requests are to be submitted to Caretaker.

6. Driving of vehicles around all paddocks is prohibited.

Section 6 **Arena Including Outdoor** **Arenas – Rules**

- **Horse Council BC is required before use of the facilities.**
- To use these facilities, you must have rented a stall, have a valid riding pass, pay a drop in fee, or have rented the arena.
- Use of the arena is governed by the posted schedule. Any organized activity (lesson, clinic, etc.) must be booked and the rental fee paid before the arena is confirmed for that activity. Every activity must have an authorized Rental Application and Approval Form filled out before it can take place. Booking and cancelation policies are on these forms.
- IPod or equivalent, headphones, wireless headsets and cellphones are not permitted during riding.
- In the event the arena is not being used according to the posted schedule, after fifteen minutes of the scheduled start time, the arena may be used for general riding.
- Any person or organization renting the arena and facilities must first submit proof of liability insurance coverage, \$5M minimum.
- **ALCOHOL IS PROHIBITED IN THE LAKOTA AGRI PLEX AND ANYWHERE ON THE GROUNDS.**
- Event props such as barrels, jumps, roping dummies, and round pens cannot be set up without the specific consent of the other riders using the arena. The obstacles must be put away when finished. One Prop to be used at a time. More than 5 riders in the arena, the prop is to come down.
- **No Pets** (cats, dogs, etc.) are allowed in the facility.
- Only one horse may be lunged in the arena at a time, Max 20 min. Maximum length of lunge line is 10 Meter or 33 feet.
- No sacking out of horses between 3pm & 9pm. Please use discretion and common courtesy.
- Stallions may not be in the arena between 3:00 pm and 9:00 pm.
- Stallions must not be left unattended in the arena at any time.
- The arena will be locked between 11 pm and 6 am.
- All horses must be tied in the grooming area. One person can have no more than 3 horses tied at one time.

- No horses to be on maintained lawn.
- Children 12 years and under must be accompanied / supervised by an adult at all times.
- Children who are not strictly supervised pose a threat to themselves and others and are at high risk of injury. **Do not let your children run in the facility.**
- All riding inside the Lakota Agriplex shall be limited to the arena only. **No riding is permitted in the stables/alleyways/tie up area/ or wash bay area.**
- **THE ARENA ENTRANCE GATE IS TO BE SECURELY LATCHED WHEN THE ARENA IS IN USE.**
- Any horse that is unruly and a threat to other riders and their horses may be asked to leave the arena. Please remember you are responsible for your horse and it is your obligation to inform other people that you have a stud or a horse that kicks, bites, etc.
- All horse grooming debris, hair, trimmings, manure etc., must be placed in a wheelbarrow.
- No horses to be tied in the arena.
- Any person or their animal causing any damage will be held financially accountable/charges may be pressed.
- Anyone falsely activating emergency equipment will be held financially accountable/charges may be pressed.
- Policy notes: Clinics take preference over other arena rentals.
- Arena renter must wait until the booked rental time before bringing their horses into the arena and leave when the rental time is finished.

General Arena Schedule

The arena schedule is kept by the Caretaker according to policies established by the Association Executive Committee.

- All bookings to be scheduled through the arena Caretaker.
250-782-1445 Office Hours Mon – Fri between 1pm – 5 pm
- Arena Schedule is posted outside the office or on our website: lakota-agriplex.ca

Section 7

Wash Rack & Washrooms – Rules

- Any mess in the wash rack must be cleaned up by the person using the wash rack.
- **All debris must be placed in wheelbarrow, not flushed into the drains.**
- Any problems in the washrooms, e.g. plugged toilets must be reported to the Caretaker.

Section 8

Hay & Bedding Storage – Rules

- Square bales only.
- Bales will be stored in the assigned feed stall with a maximum of 5 bales per stall at any given time.
- **Bulk Grain must be kept contained so that no horse can access it.**
- **Feed Room doors must be kept latched when not attended**
- Shavings are the only bedding to be used in the Lakota Agriplex.

Section 9

Parking – Rules

- Trailer parking shall be to the East of the building.
Inform the Caretaker if you are parking for an extended period of time, e.g., for more than a few days.
- There shall be NO parking in front of or near the stable doors on the north side of the building.

*****In consideration of others, please do not block the driveway longer than needed when loading and unloading.**

Section 10

User Rules - Walter Collins Park Barns and Area (wash rack)

1. Clean stalls daily.

2. Sweep out alleyway daily.
3. Stack the manure designated area.
4. Pick up any garbage in the area.
5. When you move out, clean the stall completely and put lime on the floor.
6. No feeding in wash bay or grooming area.
7. Clean up wash bay after you use it and transport the manure to the designated area.
8. Scrape up horse hair, etc. and put in garbage. Do not put manure or hair on the grates, as it will plug them up.
9. Hang the hoses and make sure the water is off.

Arena

1. Do not leave horses unsupervised in the arena.
2. All manure and hair etc., should be picked up before you leave.
3. Clean up any mess you leave behind in the bleachers, tack area, etc.

Bathrooms

- Use common sense – clean up after yourselves.
- Report any problems to the caretaker – e.g. Plugged toilets, no toilet paper, lights burnt out.

Section 11

Association General Understandings

In our shared effort at maintaining a harmonious situation among users of the Association's facilities, we are all asked to abide by the following conduct and considerations:

<i>give and take</i>	<i>common sense</i>
<i>common courtesy</i>	<i>common good</i>
<i>interest of the Association</i>	<i>fairness</i>
<i>safety & health</i>	<i>good will</i>
<i>(horses and people)</i>	

The above are intended to ensure a safe and equitable use of the facilities by users, and this should foster compatibility among all. All safety concerns should be placed in the box situated by the arena office, and must be signed and dated.

All complaints/safety concerns, bouquets will be taken to the Executive for review and resolution.

Section 12

Misconduct/Failure to Follow Rules and Procedures

- In the event of a difficulty with a user, or between users
- Failure to comply with the rules of the facilities

Note: The following formal procedure will be used to notify individual(s) for misconduct, and/ or failure to follow the rules of these facilities.

- A verbal discussion/warning will be given
- Written notice bringing the concern of unacceptable conduct to the individuals' attention. After receipt of the notice, the individuals' may consult with the Board.
- Board of Directors will revoke the individuals' membership

The Dawson Creek & District Stables & Arena Association Rental Contract

Name: _____

Address: _____

Telephone: _____ Date: _____

Emergencies: Name: _____ Telephone _____

RELEASE: I understand that there can be danger and risks involved in equestrian sports and activities, and in the use of facilities related to such sports and activities. I HEREBY RELEASE AND FOREVER DISCHARGE the city of Dawson Creek, the Dawson Creek & District Stables & Arena Association, and their servants, agents, employees, directors, and officers, of and from any and all actions, causes of actions, suits demands, claims and proceedings of any kind whatsoever, for any damages, loss, or injury suffered by me (whether to myself or my property) in connection with my use of the facilities noted on this agreement, no matter how such damages, loss or injury might be caused.

I acknowledge that I have received a copy of the Renter's Handbook and will abide by the **RULES** and **POLICIES** included in the handbook.

X _____

Signature (must be signed by parent or guardian, if user of facilities is under 19 years of age)

Aisle _____ **Stall #'s** _____

Proof of BC Horse Council Membership # _____

OR

Equivalent AEF# _____