**Conduct**

1. Help us make the farm a fun, friendly, supportive environment for all! Be nice to others, both people and horses, no exceptions. Treat other boarders, management, family, and guests (including their horses and property) with the same kindness and respect with which you would like to be treated, while on the farm, at clinics and on social media. Horseplay Farms is at all times to remain a friendly place suitable for the entire family of the other boarders, volunteers, and clients. No belligerent, malicious, lewd, vulgar, profane or otherwise objectionable conduct or language will be tolerated. The conduct of everyone on the farm will at all times be dignified and civil. Failure to comply with this key rule will result in your being asked to leave Horseplay Farms.

1. Smoking is prohibited, except in designated area.

2. No drug use.

3. No presence at the Farm while under the influence of drugs or alcohol.

4. Do not use or borrow things that are not yours unless you have permission from the owner.

5. If you move something, please put it back. If you open it, close it (doors, gates, etc.). If you turn it on (water, lights, heaters, etc.), turn it off. If something breaks or needs attention, please let management know.

6. If someone does something clearly wrong AND it is a safety issue/hazard, please inform a staff member immediately. Don’t confront the person unless a horse or person is in immediate danger.

**Safety**

Ride at your own risk.

It is the responsibility of parents/guardians to supervise their children at all times when on the farm.

ASTM approved helmets must be worn by all riders at all times while mounted.

Appropriate, closed-toe footwear is highly recommended for everyone near the horses or stable.

Keep your horse on a lead at all times when out of the stall or pasture.

Do not leave horses unattended in the arena, exercise pen, wash rack or cross-ties.

Do not tie horses to any stall, sliding stall door or fence; it is dangerous!

The speed limit on the property is not to exceed 15 mph for the safety of horses, riders, and children.

When riding in fields or trails, watch out for groundhog holes and other marked and unmarked obstacles. If you find animal holes that should be marked, please let the staff know immediately.

**Use of Facilities**

1. Barn hours are Monday through Saturday from 8 am until 5 pm daily. Boarders will be provided the code to gain access to the farm outside these working hours.

2. Front gate will be opened in the morning and closed at the end of the staff workday, unless there are clients on the property. Please close and lock the gate if you are the last to leave the farm.

3. Parking for boarders, volunteers, clients and guests is in the gravel area behind the office building. Parking in front of the barn or office building is reserved for loading/unloading horses, farrier, and veterinarian appointments only. Motor vehicles are NOT allowed in the barn for any reason at any time!

4. Clinics, lessons and special events will be offered. These events will have precedence in facility and horse usage. Management will keep you informed of these activities with as much advanced notice as possible.

5. If you give someone else permission to visit/handle/ride your horse when you are not on the farm, please let management know ahead of time. These visitors MUST sign a Horseplay Farms Liability Release Waiver before they may handle or ride any horse on the property.

6. We may offer limited access to our riding areas and trails to outside guests. Guests trailering horses to Horseplay Farms must make prior arrangements with management, and must provide proof of current negative Coggins, and all vaccinations required of boarder’s horses (Tetanus, Rabies, West Nile, Eastern/Western Encephalitis, Influenza (Flu), Rhinopneumonitis (Herpes), Strangles) BEFORE their horses may visit the property. Haul-in horses may not enter the barn or use wash stalls, and may not be left unattended. Owners of haul-in horses must sign a Horseplay Farms Liability Release Waiver, and must comply with all applicable farm rules including cleaning up after their horse and restoring any equipment that were moved in the riding areas. The haul-in fee is $30 per horse, per day and must be paid in advance. Management reserves the right to grant or refuse access to our facilities at our discretion.

7. Boarders’ and guests’ dogs may be allowed at Horseplay Farms by management discretion only. Dogs must be under owners control and be quiet. Dogs are not allowed in the pastures, paddocks, or riding areas for any reason. Owners must clean up after their dogs. Dogs which pose a nuisance or danger to horses or people, or whose owners do not follow these rules will be asked to leave.

**Horse Care**

1. Stalled horses must have their halter, with a lead rope attached, hanging on the front of the stall at all times when they are in their stall (in case of emergency).

2. If you choose to leave a halter on your horse that is boarded in a pasture or paddock it must be a breakaway halter. For the safety of your horse, no other type of halter is acceptable and will be removed by Management immediately.

3. Don’t feed treats to ANY animal that you do not own unless you have permission from the owner. This includes Horseplay Farms owned program horses and cats as well as staff owned dogs.

4. Horses are fed twice daily. To request a feed change, please discuss the change with Management. Do not help yourself to extra feed, hay, medication, supplements or shavings.

5. If you are riding at feed time, we will leave your horse’s feed so that you may feed them after your ride and after they are cooled.

6. Horses may only be turned out in their pre-approved pastures. Horses may not be moved to a different pasture at any time without the notification and permission of Management. If you feel there is a need for change, please discuss this with Management.

**Facility Maintenance**

1. There is room for one tack box per boarder in the barn. Management will determine the appropriate location of your tack. Please keep the area in front of your stall neat, and your tack and gear put away in either your box or the tack room. Personal items found in cross-ties, wash stalls, riding areas, etc. will be placed in “lost and found.”

2. There are cross-ties in the barn aisle, tack-up area, and the wash area. When you are finished with using the cross-ties, please make sure they are hung back up out of the dirt. Cross-ties left laying in the dirt will not function properly and may cause harm to horse or owner.

3. If you groom in the aisle, tack-up area, or wash area, clean up thoroughly after your horse, including sweeping up hair and dirt, shoveling manure from the mats, washing out urine, and putting the hose away.

4. The barn aisle, tack-up area, and wash area are to be kept free of grooming tools, equipment, hair, dirt, hay and manure. PLEASE clean up after yourself and your horse.

5. Please do not waste water; turn off water after use and coil/hang hoses when you are done using them.

6. Any damage done to the barn, stalls, or other facilities by your horse will be repaired at the horse owner/boarder's expense. Horses that crib or chew wood are required to wear a cribbing strap or muzzle at the owner's expense.

7. Please notify management of any necessary repairs, maintenance, problems, or needed supplies so that repairs may be made or problems remedied as soon as possible.

8. The boarders’ tack room doors will be locked at the end of staff workday for the safety and security of your tack and that of other boarders. Barn cats are NOT allowed in the tack room. Only boarders should know the tack room door lock combination—for the safety of everyone’s gear, please do not share this with anyone who is not a boarder.

9. If you are the last to leave the farm, ensure all lights are turned off in the barn, the tack room door is locked, and lock the front gate.

10. When cleaning out your trailer, please place all manure and soiled bedding in the muck buckets. Please do not leave muck buckets of manure inside the barn unless it is raining.

11. Pasture maintenance is the responsibility of the Barn Manager. No modifications, improvements, or care of pastures, lean-to shelters, fencing, gates, water troughs, footing, foliage, and faucets are allowed by visitors, boarders, guests, or volunteers without written permission from the Barn Manager.

12. The barn, stalls, tack area, and task storage are owned by Horseplay Farms. No modifications, improvements, or otherwise are permitted by visitors, volunteers, guests, or boarders without the written permission from the Barn Manager.

**Riding/Arena Etiquette**

1. Lessons being conducted by our trainer have priority and right of way in the riding areas. Riders not in the lesson may be asked to remove their horse from the area until the lesson is finished. The lesson schedule is maintained in the office; it is kept as up-to-date as possible, though last minute changes may occur.

2. Always ride in control and be courteous of other riders around you. Remember to look out for less experienced riders.

3. Ask trainer before taking down or moving jumps. Put them back as you found them when you are done.

4. All users of Horseplay Farms must remain quiet and respectful while the trainer is giving lessons. Do not bring your horse to graze near the area a lesson is taking place.

5. For arena etiquette, when riding with another person be sure to keep a safe distance and announce when passing another ride (“passing on your inside”). When using ground pole, cavalettis, jumps, etc. be sure to announce what you are doing to avoid an accident (i.e., walking in front of a jump someone is about to go over).

6. Clean up after your horse when you have finished riding—put away all gear and remove all manure.

AS A USER OF THE HORSEPLAY FARMS FACILITY, I HEREBY AGREE TO ABIDE BY ALL RULES AND POLICIES ABOVE. I UNDERSTAND THESE RULES AND POLICIES MAY BE CHANGED AT ANY TIME FOR ANY REASON.

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(If **under 18 years old**, this document must be co-signed by a parent or guardian)