

# Event and Facility Use Policy

## Kelowna Riding Club

This Event and Facility Use Policy outlines the terms and conditions for the use of the grounds, equipment, and clubhouse at the Kelowna Riding Club (KRC). It applies to all members, event organizers, participants, and guests to ensure safety, responsible use, and fair access to our facilities.

### *. General Guidelines for Facility Use*

- **Club Membership:** Use of the facilities is primarily for club members in good standing. Non-members may only use the grounds for specific events or rentals authorized by the board.
- **Drop-in Riders:** Non-member drop-in riders may use the grounds for up to (3) **three times per year**. After (3) three visits, membership is required.
- **Hours of Operation:** The club's grounds and facilities are open from dawn until dusk, unless an event is scheduled outside these hours.
- **Respectful Use:** All users must treat the grounds, equipment, and clubhouse with respect. This includes cleaning up after use, proper disposal of waste, and respecting club rules and fellow users.

### *2. Grounds Use*

- **Arena Usage:** Members are free to use the arenas when not booked for events or lessons. During peak hours or when others are waiting, a time limit may be imposed.
- **Non-Member Coaching:** Coaches who are not members must obtain **pre-approval from a board member** and may only coach on club grounds up to (3) **three times per year**. Non-member coaches must adhere to the same requirements as member coaches, including providing **proof of liability insurance** prior to conducting lessons on the grounds. Coaches must also pay the **drop-in fee for themselves** and for each student, and **all attendees must complete a waiver** before entering the grounds.
- **Trailer and Parking Areas:** Trailers, parking, and common areas are to be used responsibly. Speed limits and parking guidelines must be followed at all times for the safety of horses, riders, and vehicles.

- **Arena Equipment:** Jumps, dressage markers, and other equipment should be used as intended and put away neatly after use. Any damage to equipment must be reported immediately.
  - Only practice equipment may be used for regular daily use unless show equipment has been rented as part of a rental, or for a club-hosted show.

### ***3. Equipment Use***

- **Shared Equipment:** Jumps, poles, barrels, and other club-provided equipment must be shared by all users. Exclusive use is not permitted unless the facility has been reserved for an event or rental for a lesson.
- **Maintenance of Equipment:** Users are expected to return equipment to its proper location and ensure it is not left in disrepair. Report any damages to the designated club representative.
- **Personal Equipment:** Members may bring their own equipment, but the club is not responsible for loss or damage. Personal equipment must not block common areas or interfere with other users.
  - Personal equipment may not be stored on club grounds unless it is there during an event, with the member. (ie. During a show)

### ***4. Clubhouse Use***

- **Event Rentals:** The clubhouse is available for rentals for clinics, shows, meetings, or private events. Rental rates, deposits, and conditions will be outlined in the rental agreement.
- **Cleaning & Responsibility:** Users must clean the clubhouse after use. This includes removing trash, wiping down surfaces, and leaving the space in the condition in which it was found. Additional fees may apply if the clubhouse is not properly cleaned.
- **Kitchen & Restrooms:** If using the kitchen, users are responsible for cleaning any dishes, appliances, and counters. Restrooms must be respected and maintained in a clean state.
- **Noise Control:** Out of respect for neighbors and other users, noise should be kept at an appropriate level, especially during early mornings or late evenings.

## ***5. Event Hosting and Facility Booking***

- **Booking Process:** Members or outside groups who wish to book the grounds, arenas, or clubhouse for events must contact the club's event coordinator at least 30 days in advance. All bookings are subject to board approval.
- **Event Approval:** The board reserves the right to approve or deny events based on the club's schedule, appropriateness for the facility, and potential impact on the grounds.
- **Rental Fees and Deposits:** All events are subject to rental fees and refundable damage deposits. The club will provide a fee schedule based on the type of event and facilities used.
- **Insurance:** Event organizers must provide proof of appropriate liability insurance before their booking is confirmed.
- **Permits and Licenses:** Organizers are responsible for acquiring any necessary permits, licenses, or certifications required for their event.

## ***6. Safety and Conduct***

- **Safe Sport Guidelines:** All events and facility use must comply with Safe Sport standards to ensure a safe and respectful environment for all participants.
- **Behavior:** Abusive or disrespectful behavior toward other members, guests, or horses will not be tolerated. Violations of the club's policies may result in suspension of membership privileges.
- **Horse Health & Safety:** All horses must be healthy, appropriately vaccinated, and free from infectious diseases when on club grounds. Proper equine management practices must be followed to ensure the safety of both horses and riders.

## ***7. Damage and Liability***

- **Damage to Club Property:** Users are financially responsible for any damage caused to club facilities, equipment, or grounds. Repairs or replacement costs will be charged to the responsible individual(s).
- **Liability Waiver:** All members and guests using the facilities must sign a liability waiver. The club is not responsible for accidents, injuries, or property loss.

## ***8. Cancellation and Refunds***

- **Event Cancellations:** If a scheduled event must be canceled, the organizer must notify the club at least 14 days in advance for a full refund. Cancellations made less than 14 days in advance may result in forfeiture of any deposits.
- **Refunds for Non-Members:** Non-member users may be subject to different refund terms based on their rental agreement.

## ***9. Enforcement and Violations***

- **Compliance:** All users are expected to comply with this policy. Violations may result in temporary or permanent suspension of facility privileges.
- **Reporting Issues:** Any issues or concerns regarding the use of the grounds, equipment, or clubhouse should be reported to the board or event coordinator immediately.

For further questions or clarifications regarding this policy, please contact the KRC board.