

Harmony Riders Association  
PO Box 527  
104 Shetler Road  
Parish, NY 13131

## **Barn Committee Policy**

Revised 12/7/2013

### **Barn Committee:**

Harmony Riders Association will have a committee to oversee the various duties of barn management both for members throughout the year and during shows and special events. The barn committee will be voluntary and appointed at the October regular Harmony meeting for the following year. Any member volunteering for the committee will make it known at that time. In the absence of volunteers, the President shall appoint a committee.

### **General Duties:**

The barn committee is responsible to oversee general barn maintenance throughout the year. This would include, but is not limited to, coordinating and implementing various tasks as needed such as work sessions, repairs, and soliciting large equipment. Some examples of other general duties might include replacing worn or damaged boards, changing light bulbs, leveling stalls, replenishment of supplies such as sand and sawdust, removal of manure piles as needed, and safety issues such as wiring, plumbing, and checking stall door hardware, inside stalls for nails, etc. These duties can be carried out by the barn committee or delegated as needed. The barn committee will be authorized to complete these up to a cost of \$50.00 and present them to the club as bills to be paid at monthly meetings. If maintenance issue will result in a cost of more than \$50.00, then the barn committee must present them to the club for approval before going forward with repair.

The Barn Committee is responsible to report at monthly meetings. They are also responsible to submit a written report to the secretary at monthly meetings to include the financial accounting form, provided with this policy (p.5), which will be turned over to the Treasurer. This will include the reporting of monies collected/expended through all events using the barn, such as; horse shows, trail rides, fundraisers, etc.

All Barn Committee members are representatives of Harmony Riders Association and should conduct themselves accordingly. At no time should a committee member send any person correspondence in the name of Harmony Riders without the consent of the Board of Directors.

**Club members:**

All general ground rules apply to barn use as well as specific “Barn Rules”. The barn is able to be used by all members free of charge during the year except for certain special events such as shows and trail rides. Barn will be locked, with common access given to members via a key and log system. Members also follow “Special event rules” during shows or special events. Member’s stall must be vacated by 2pm Friday prior to shows or special events. Also, Sunday, members can use stalls as they become empty at the end of the show or special event. These should be checked with the barn committee to avoid confusion. All members using stalls at any time are expected to clean them after each use. Failure to clean stalls will result in loss of stall privilege.

**Special Events:**

Special events are any event organized by the club or approved by the club which utilizes the grounds for a specific time period. These include, but are not limited to, horse shows and trail rides. During these events, the barn committee will oversee stall use with the specific committee in charge. The club membership will set any fees involved with stall use.

Permanent club members have first choice of stalls from January 2<sup>nd</sup> to January 31<sup>st</sup>. Also, exhibitors who sponsored a stall front will have first choice to rent the sponsored stall for the show season from January 2<sup>nd</sup> to January 8<sup>th</sup>. After January 31<sup>st</sup>, stalls are available on a first come first serve basis. Stalls can be reserved for the entire season. There will be a 2-stall limit per exhibitor. All stalls rented must be for horses exhibiting.

The barn committee is responsible to keep a log on all stall rentals during special events. This should include who rents each stall including multiple rentals and monies collected for each. This should be in a format that is easily audited and a copy provided monthly to the club secretary to be included in the club minutes. This also includes use of stall reservation/rental agreement form (see page 4). All monies collected during special events will be turned over to the Treasurer or arrangements made for deposit at event end. Written financial form detailing all monies will be submitted to the treasurer immediately following the event. No one under 21 will be allowed to handle money without direct adult supervision (i.e. raffles).

**Barn Rules:**

A copy of the barn rules will be posted on the barn. These are posted for the safety of everyone. Anyone not abiding by these rules will lose barn privileges and be asked to leave area.

1. NO SMOKING
2. NO RUNNING IN OR AROUND THE BARNS
3. NO BICYCLE OR ATV IN OR AROUND THE BARNS
4. ALL CHILDREN MUST BE SUPERVISED BY AN ADULT IN OR AROUND BARNS
5. NO RIDING OR MOUNTING IN BARNS
6. NO CROSS TYING IN AISLE
7. STALL DOORS MUST BE CLOSED AT ALL TIMES
8. STALLS MUST BE CLEANED AFTER USE
9. ALL UNUSED FEED AND PERSONAL ITEMS (tack, buckets, hooks, etc.) MUST BE REMOVED PRIOR TO DEPARTURE
10. ONLY ONE HORSE PER STALL
11. STALL MUST HAVE EMERGENCY CONTACT INFORMATION POSTED AT ALL TIMES WHEN OCCUPIED
12. NO OPEN FLAMES OR HEATING DEVICES IN BARNS
13. NO FANS
14. BARN/STALL CLEANING EQUIPMENT MUST BE RETURNED AFTER USE
15. NO EQUIPMENT IS TO BE REMOVED FROM BARN WITHOUT AUTHORIZATION
16. INDIVIDUALS FOUND TO BE ABUSIVE TO THEIR HORSE WILL LOSE BARN PRIVILEGES (violence, lack of food/water, etc.)
17. NO GLASS CONTAINERS
18. REPORT ANY DAMAGED AREAS TO BARN COMMITTEE

\*\*\* Any exceptions to above rules must be approved by barn committee\*\*\*

**Harmony Riders Association  
Stall Reservation/Rental Agreement**

- Stalls are \$10.00 per day of a show or \$15.00 for the weekend (includes Friday arrival after 2pm). \$5.00 will be charged for a stall rented for overnight use only (limited, if any, availability).
- Stalls rented for overnight use only must be cleaned out and vacated by 7:00am.
- Daily rental runs from 7:00am till end of show Saturday or Sunday.
- Weekend rental runs from 2:00pm Friday until end of show on Sunday.
- Stalls reserved in advance must be paid for in advance. Payment must be received at least 2 weeks prior to reservation or stall will be forfeited. Stalls rented within 2 week prior period must be paid immediately (payment mailed same day if by phone).
- A stall is considered forfeited and money will be lost if person/horse does not come to show or contact barn committee with cancellation at least 48 hours prior to show.
- Anyone forfeiting a stall must provide new payment before existing reservations will be honored.
- Stalls must be cleaned after use or future reservations will be forfeited and a \$15.00 cleaning fee will be charged (to be paid before any future reservations can be honored).
- Stall card must be returned to secretary stand. Stalls must be checked by a Harmony representative prior to departure.
- Barn committee reserves the right to rent forfeited/unused stalls during shows.
- Stalls may not be re-rented by reserving individual.
- Stalls can not be loaned out or given away during a show.
- Only 2 stalls per exhibitor
- The stall renter will accept full responsibility for any damages or injury caused by them or their horse.

**Please sign and return bottom portion with payment.**

**Contact information: Kris Killam (315) 297-9474**

[www.harmonyriders.org](http://www.harmonyriders.org)

I have read and understand the above rules. Barn preference: Upper: \_\_\_\_\_ Lower: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Dates requested: \_\_\_\_\_

Signature: \_\_\_\_\_

(Parent or guardian if minor)

**Make check payable to Harmony Riders Association and submit to:**

**Kris Killam: 55 Spath Rd, Mexico, NY, 13114**