

TO: GENERAL RIDERS
FROM: Shelley Ailts, Facilities Coordinator
DATE: August 2017
RE: **NEW 2017-2018 Riding Contract**

Please sign and return the NEW contract for the upcoming riding season. The new contract must be on file at our office PRIOR to calling for barn times after September 1, 2017.

Please read this letter to become familiar with our policies!

**Riding rates are: Barn 3: \$24 per hour
East Pavilion: \$29 per hour**

BOOKING PROCESS: Riding time can be requested and scheduled on a monthly basis. A pocket riding guide is attached to this letter which shows the days we begin booking for the upcoming month. On these designated booking days, telephone calls will be answered beginning at 7:45 A.M, and are on a first come, first serve basis. **WE DO NOT ACCEPT VOICEMAILS OR EMAILS FOR BOOKINGS OR CANCELLATIONS!!!** (Our regular business hours are Monday – Friday: 8 am – 5 pm.) Only the person on the contract can schedule or cancel times. A MAXIMUM of six (6) hours per week (Sunday - Saturday) can be rented by a rider/immediate family. Additional riding times may be booked, if available, but only on the day of riding.

****POLICY REMINDERS****

A twenty four (24) hour cancellation notice to CAM-PLEX Office Staff is required or the User will be charged for the reserved time.

Rates: Rental rates are reviewed annually by the Board for adjustment based on the Northeast Wyoming Cost of Living Index. Individuals who go over their scheduled daily time will be charged a minimum of \$40.00. The building will be unlocked at the start of your scheduled riding time, entering the building early may result in an extra charge.

Invoices are due upon receipt. Invoices must be paid at the end of each month, upon receiving your invoice, not 2-3 months later. Consistently late payments may affect your riding status.

Who must be present at riding time? As the renter of the facility, you are responsible for the facility and riders during this time and must be present. An immediate family member (age 18 or older) can represent you. Otherwise, you must call CAM-PLEX office to cancel the time.

INDOOR ARENAS: Barn 3 and East Pavilion can be rented for riding from 9:00 a.m. - 10:00 p.m. daily, excluding days and times for events, designated holidays, and maintenance. The buildings can be rented a minimum of one hour increments from 9:00 a.m. - 12:00 p.m.; and a minimum of two hour increments from 12:00 p.m. to 10:00 p.m. Rentals will always be on even hours after 12:00 p.m.

Roping Chutes are typically in Barn 3 and East Pavilion during the winter months; and moved out early May. **Bucking Chutes** in East Pavilion are typically in the building from mid-January thru March.

Outdoor Arenas: Wrangler Arena, Little Levi Arena, and Morningside Park can be scheduled with our office for riding times (weather dependent) and there is no charge for riding in these arenas. Events are handled differently, but individual riding and practice time is at no cost. Morningside Park does not have a maintained arena, poles,

barrels or chutes.

Farriers/Animal Massagers: Horse service providers can assist you in the building during your rented times. They must be self-contained (not hooked up to our electricity) and must leave the facility in the same condition as when they arrived. If they use propane, a MAXIMUM of a one pound tank is allowed due to the fire code.

Motorcycle Practice: Must be the last renter of the day, and only allowed in Barn 3. Renters must inform us at booking time if using equipment due to compaction of the arena.

Heel-o-matics/Dummy Roping w/4-wheelers, etc. Must be the last renter of the day, and can be in any arena. Renters must inform us at booking time if using equipment, due to the compaction of the arena.

Reminders: As you use CAM-PLEX Facilities, please help us to keep our buildings and grounds clean:

- No feeding animals in buildings.
- No straw or hay in buildings.
- Panels / fences in buildings cannot be moved for riding times.
- Place all trash in trash containers.
- **Clean up after your horses in parking lots as many non-equestrian event attendees also use our parking lots. No cleaning out of trailers on CAM-PLEX grounds as it is considered littering.**

*** REPEAT RIDER LIST ***

January 11, 2016 (at 7:45am) was the FIRST DAY anyone, (including individuals on a prior request list) could call and request to be added to the 2016-2018 Repeat Rider Request List. This list will be used thru 2018. If you would like more information on becoming a repeat rider or wish to be added to the list, please call the office for details.

CAM-PLEX maintains a Repeat Rider Request List. Repeat Riders are defined as those renting an indoor arena facility on the same days and times on a regular basis between September 1 to May 1 as approved by CAM-PLEX Management.

CAM-PLEX refers to this list when a routine/weekly time slot opens as a result of a Repeat Rider contract cancellation. CAM-PLEX will contact individuals in the order requests are received (date and time), and they will have no more than one week to accept or decline the time. New Repeat Rider contracts will be for a maximum of three consecutive years and have the benefit of receiving an advance of schedule of dates for the winter season. A new list will be created every three years.

STAFF SUPPORT

We are here to assist you with your booking and contract needs. If you have questions relating to this letter or any policy at CAM-PLEX, please feel free to give us a call. The Campbell County Public Land Board and CAM-PLEX staff thank you for your continued support and use of CAM-PLEX facilities.



**Pocket Riding
Guide**

2017-2018

**Barn 3:
\$24 per hour**

**East Pavilion:
\$29 per hour**

The first booking day for riding times in the upcoming months:

- September 25
- October 23
- November 20
- December 18
- January 22
- February 12
- March 19
- April 23
- May 21
- June 18
- July 23
- August 20

First calls accepted at 7:45 am on above booking dates: 682-0552

- ❖ Office telephone hours
8:00 am - 5:00 pm Mon – Fri
(682-0552)
7:45 am on Booking Day Only
- ❖ 6 hour maximum riding per week (Sun - Sat)
- ❖ No subleasing
- ❖ 24 hour advance cancellation
- ❖ No early arrival/late departure or you will be charged (\$40 minimum)
- ❖ No dogs or glass containers in buildings
- ❖ No voicemail or email bookings or cancellations