



TO: GENERAL RIDERS  
FROM: Shelley Ailts, Facilities Coordinator  
DATE: August 2018  
RE: **NEW 2018-2019 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, 2018.**

Please read this letter to become familiar with our policies!

**BOOKING PROCESS:** Riding time can be scheduled on a monthly-by-monthly basis. A Pocket Riding Guide for Booking Days is attached to this letter. On these designated booking days, telephone calls will be answered beginning at 7:45 AM, and are on a first-come, first-serve basis. **We do not accept voicemails or emails to book riding time.** Our regular business hours are Monday-Friday: 8 am – 5 pm. Only people authorized on your contract can schedule times. A rider can have a **MAXIMUM** of six (6) riding hours per week (Sunday – Saturday). An exception to exceeding the 6-hour limit is calling the “day of” to fill vacant times.

**RIDER CANCELLATIONS:** General Riders can cancel their barn time; however, if it is within 24-hours of the scheduled barn time the user will still be charged for their time. **We do not accept voicemails or emails for cancellations, you must contact the office during business hours.** Only people authorized on your contract can cancel scheduled barn times.

**\*\*POLICY REMINDERS\*\***

**Rates:** Rental rates are reviewed annually by the Board for adjustment based on the Northeast Wyoming Cost of Living Index.

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

**Overtime Charges:** Individuals who go over their scheduled daily time will be charged an overtime fee. Exiting the building late or arriving early will result in extra charges.

**Invoicing:** Invoices will be sent at the end of every month. Unpaid balances not received after 30 days are considered late. Consistent late payments may affect your riding status or privileges.

**Rider Representation:** **THE PERSON WHO SIGNS THE CONTRACT IS RESPONSIBLE FOR THE FACILITY AND RIDERS DURING RENTED TIME AND MUST BE PRESENT.** If you cannot be present, you must call the CAM-PLEX office and cancel your time. Children under age 18 must be accompanied by an adult.

**Rental Times:** Barn 3 and East Pavilion are rented for riding from 9:00 am – 10:00 pm daily, excluding events, designated holidays, maintenance, and summer hours. The buildings can be rented a minimum of one-hour increments from 9:00 am – 12:00 pm; and minimum of two-hour increments from 12:00 pm – 10:00 pm.

**Cameras:** CAM-PLEX will be placing cameras in Barn 3 and East Pavilion. These cameras are live feed only and do not record.

**Roping Chutes:** Typically, are in Barn 3 and East Pavilion during the winter months; and moved out early May.

**Bucking Chutes:** Chutes are in typically in East Pavilion 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. Outdoor arenas are worked once daily in the morning. Morningside Park does not have arena poles, barrels or chutes.

**Farriers/Animal Massagers:** Your horse service providers are allowed in the building during your rented time. They must vacate the building when your time is finished. They must be self-contained (not hooked up to our electricity) and must leave the facility in the same condition as when arrived. Due to fire code a maximum of one-pound propane tank is allowed.

**Motorcycle Practice:** Renters must be the last user of the day and are only allowed in Barn 3. Renters must inform us at booking time if riding motorcycles, due to the compaction of the arena. Riders must level all hills/ruts made to the condition as when they arrived.

**Heel-o-matics/Dummy Roping w/4-wheelers:** Must be the last renter of the day and can be in any arena. Due to the compaction of the arena, renters must inform CAM-PLEX staff at booking time.

**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
- 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 7, 2019 (at 7:45am) will be the FIRST DAY anyone, (including individuals on a prior request list) can call and request to be added to the 2019-2021 Repeat Rider Request List. This list will be used thru 2021. 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 on the same days and times between October 1<sup>st</sup> to May 1<sup>st</sup> as approved by CAM-PLEX Management. A Repeat Riding Contract is a privilege and offered to riders only in good standing with CAM-PLEX's business practices.

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 contract 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 a schedule of dates for the winter season in advance. 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.*

**682-0552**



**Pocket Riding  
Guide**

**2018-2019**

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

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

**18-19 Booking Days:**

September 24  
October 22  
November 19  
December 17  
January 21  
February 18  
March 25  
April 22  
May 20  
June 24  
July 22  
August 26

- Office telephone hours  
8:00 am - 5 pm Mon - Fri
- 6-hour maximum riding per week (Sun - Sat)
- No subleasing
- Must cancel prior to 24 hrs. for no charge on acct.
- Early arrival/late departure will be charged
- No glass containers or dogs in buildings
- No booking or cancellations through email or voicemail

***First calls accepted at 7:45 AM***