

Paradigm Farm, LLC

I. BARN

A. Stalls

1. Do not leave horses unattended for any reason at any time. Horses are to be attached to a human when removed from their stall and/or are in the aisle (via lead line, lunge line, reins, etc). Having a lead line attached while you're in the tack room hanging on to the line is unacceptable and extremely unsafe.
2. Do not tie your horse to the stall bars. There is a ring inside of each stall, make sure you attach a small piece of twine to the ring and tie your horse to the twine. The twine will break in the event the horse panics – stall bars will not.
3. If your horse is in the stall, do NOT leave your stall door open for any reason (“I’ll be right back”, “he’s tied”, “I’m in here” or “he has hay” doesn’t justify leaving the door open).
4. Please ask for management approval before leaving objects in your horse’s stall (toys, etc). Even upon approval, management has the right to remove objects without notice.
5. Do not leave things in your stall with your horse when you’re not in there. For example, groom boxes, halters on the floor, step stools, etc.
6. Stalls may be used by farm management during the day. Simply ask which stall to use if your stall is occupied by another horse.
7. You are not allowed to open/close any windows. Ask farm management if you would like a window closed or opened.
8. Please do not hang items on the stall front hooks – these are for feed buckets only.
9. One halter and lead rope is all that is allowed to hang on the bridle hook on the stall front. Fly masks, muzzles, etc are to be hung in the feed room on the blanket rack.

B. Aisle

1. Do not pass another horse in the aisle. Simply ask the person attached to the other horse to move (elsewhere in the aisle or into a stall) while you walk by.
2. Sprinkle and sweep the aisle after you walk your horse in it. This applies to every time you lead your horse thru the aisle, groom in the aisle, or use the wash stall.
3. You are not allowed to open/close any doors without permission. Please ask if you’d like the overhead doors opened or closed. Please keep the aisle rails up if that is how you found them.

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C. Other

1. Please do not help yourself to feed, hay or shavings unless approved by management. If you need something, please ask. The farm takes stable management very seriously and cannot manage your horse properly if we are unaware of what it's being fed.
2. Hand grazing your horse is only allowed in the designated grazing areas: in front of pasture #1 and next to pasture #4 along the tree line (not on the knoll).

II. RIDING AREAS

A. Indoor Arena

1. Per the boarding contract and signage at the farm, it is strongly recommended that STM approved safety helmets and proper shoes be worn at all times when riding.
2. Do not leave horses unattended for any reason at any time. Horses are to be attached to a human at all times while in the arena (via lead line, lunge line, reins, etc). Free lunging is not allowed -- it is dangerous to the horse and facility.
3. Riders are to pass left shoulder to left shoulder when possible. Always call out your direction if you're entering into traffic.
4. You are allowed to ride during lessons (the arena is not closed); however, lessons have priority and therefore, have right of way. Please be respectful of those lessoning and try to avoid riding during these times.
5. Manure in the arena is to be cleaned immediately after usage (once you return your horse to its stall or pasture).
6. Do not allow horses to touch mirrors, windows, ledges, or walls under any circumstances.
7. Announce your arrival to the ring by loudly stating "DOOR" while walking towards the arena doors. If there are others riding, do not open the doors to enter until they have passed. Do not ever open the doors as a horse is coming towards or passing by the doors.
8. Upon entering the arena, please be respectful of others already riding. Do not stand your horse on the rail or meander around the arena. When you approach the mounting block, be ready to mount. Do not go the block to prepare to ride – have your helmet & gloves on, whip ready, girth tightened, etc.
9. You are not allowed to open/close any windows. Ask farm management if you would like a window closed or opened.
10. You are not allowed to adjust any thermostats on the property. Please ask farm management if you need a temperature changed.

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B. Outdoor Arena

1. Per the boarding contract and signage at the farm, it is strongly recommended that STM approved safety helmets and proper shoes be worn at all times when riding.
2. Do not leave horses unattended for any reason at any time. Horses are to be attached to a human at all times while in the arena (via lead line, lunge line, reins, etc).
3. Riders are to pass left shoulder to left shoulder when possible. Always call out your direction if you're entering into traffic.
4. You are allowed to ride during lessons (the arena is not closed); however, lessons have priority and therefore, have right of way.
5. Manure in the arena is to be cleaned immediately after usage (once you return your horse to its stall or pasture).
6. To keep the footing safe, the outdoor arena is closed after heavy rains or the spring thaws. The arena is closed when the entrance is blocked by cavelletti.
7. Your horse must enter and depart the arena through the main entrance (North side of the ring). Never should your horse step beyond the sand and on to the railroad ties or mulch. If your horse damages a sprinkler head (located in the mulch along the perimeter of the arena), you will be charged \$500 to repair it.

C. Trail Riding

1. Per the boarding contract and signage at the farm, it is strongly recommended that STM approved safety helmets and proper shoes be worn at all times when riding.
2. Do not leave horses unattended for any reason at any time. Horses are to be attached to a human at all times while on the trail (via lead line, lunge line, reins, etc).
3. You are welcome to trail ride along the fence line of pastures #1 - #4 and the perimeter of the hay field. Please do not destroy the hay by riding through the middle of the fields.
4. Please use common sense when deciding to trail ride: do not ride if the ground is soft from rain or thaw or icy. If you leave divots, you will be charged a \$50 fine.
5. We live along State owned, DNR land. Be cautious of hunters, as well as the animals they hunt. We have deer, turkey, cranes, etc all over the property – ride with caution!

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III. TACK ROOM

A. *General*

1. Please help keep the tack room neat and clean. This is simple: sweep up after yourself if you dirty the floor and clean the sink if you use it. Do not leave pads, rags, etc. out to dry, or your clothing hang behind the door when you leave. It is EVERYONE'S responsibility to keep the tack room clean.
2. You are allowed one riding whip and one lunge whip in the whip rack behind the door. Please help keep this area neat and clean.
3. Horses, and any part of them, are not allowed in the tack room.
4. The lesson board on the tack room wall is the final schedule – check it often for changes. You are responsible for knowing your lesson time, not farm management. Remember, lessons canceled less than 24 hours before the scheduled ride time will be charged as normal – make up lessons are only allowed if canceled well before 24 hours of your scheduled ride time.
5. You are not allowed to adjust any thermostats on the property. Please ask farm management if you need a temperature changed.
6. Please keep your muddy/wet/snowy/dirty shoes and boots on the floor mat. Again, simply clean up after yourself and keep things neat for those around you.

B. *Tack Lockers*

1. You are assigned a tack locker and are allowed to use that locker only.
2. Please do not fill your tack locker so that the doors cannot close easily/properly. You should close the doors yourself and not allow them to slam shut as this wears on the doors severely.
3. Should you need something changed in your locker (such as additional hooks or screws), please contact farm management – do not modify your locker without management consent.
4. To respect other clients using the tack room, locker doors must be kept closed at all times -- including while you're grooming or riding.
5. Do not keep wet items in your tack locker on the shelves or wood directly (such as towels on the shelf) as this will cause mold to form, ruins the wood and emit a strong, nasty odor.

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IV. BATH ROOM

- A. *Horses, and any part of them, are not allowed in the bath room.*
- B. *Do not place sanitary napkins or tampons in the toilet, as they will damage the septic system.*
- C. *You are not allowed to adjust any thermostats on the property. Please ask farm management if you need a temperature changed.*

V. FEED ROOM

A. *General*

1. Horses, and any part of them, are not allowed in the feed room.
2. Supplements are to be bagged under all circumstances. Exceptions must be approved by farm management.
3. When you run out of or run low on supplements, it will be posted on the lesson board. You are responsible for providing supplements – do not rely on farm management's notification.
4. The farm feeds certain feeds – any variance to what is being provided must be cleared through farm management.
5. The vet closet is for farm management's usage only. In an emergency, help yourself to items within; however, please notify management of what you've used and replace it immediately. Keep your own veterinarian items in your locker.
6. If your horse needs medication, please contact farm management to complete a medication form. The medication will be stored in the farm vet closet while being administered.
7. You are not allowed to adjust any thermostats on the property. Please ask farm management if you need a temperature changed.

B. *Blanket Racks*

1. You are allowed to hang three layers of blankets on the blanket racks during the winter months (one heavy, one medium, one light weight). During the other months, you are allowed to hang one fly sheet and one fly mask. Please hang your items on the racks when removed from your horse – do not leave blankets/sheets/etc lie on the floor in the aisle.
2. Do not hang any other items on the blanket racks – they are for blankets only. Examples of what is not allowed to hang on blanket racks: fly spray and halters. Equipment is to be stored in your tack locker.

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3. You are welcome to hang items to dry on the blanket rack only until the item is dry. For example, you can dry your knit or cooler after usage, but once dry, it must be returned to your locker. If it remains hung once dry, it will be put in your tack locker by farm management.

VI. HAY/SHAVINGS ROOM

A. General

1. Horses, and any part of them, are not allowed in the hay/shavings room.
2. For your safety, do not move hay bales for any reason. If you need hay for some reason, please contact farm management for assistance.
3. For your safety, do not move shaving bags for any reason. If you need shavings for some reason, please contact farm management for assistance.
4. You are allowed to store extra supplements or wash stall items in the shavings room on the shelving. Please contact farm management for assistance in where to place your items. There is limited storage space, therefore it will be assigned by management.

B. Equipment

1. Always hang brooms, apple picks, etc back up after you use them.
2. Return muck buckets to the shavings room, stacked, as you found them.

VII. WASH STALLS (INDOOR & OUTDOOR)

A. General

1. Do not leave horses unattended for any reason at any time. Horses are to be attached to a human (via lead line or lunge line) or in cross ties while in the wash stall.
2. Manure in the wash stall is to be cleaned immediately after usage (once you return your horse to its stall or pasture).
3. Please keep your washing equipment, including products, in your locker or shaving room storage area. Do not leave anything in the wash stall at any time.

B. Usage

1. Always clean your horses feet before entering the wash stall to avoid sand and dirt from clogging the drain and piping. Each time you use the wash stall without cleaning your horse's feet, you will be fined \$150 (the cost of having the drain & piping pumped by professionals).

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2. Muddy horses, boots, bell boots, people boots, etc are not to be rinsed off in the indoor wash stall. Use a bucket to remove the mud outside. Each time you use the indoor wash stall to clean muddy items, you will be fined \$150 (the cost of having the drain & piping pumped by professionals).
3. If you use the cross ties in the wash stall, please do not let them drop, banging into the wall when you remove them. Set them back gently to preserve the life of the cross tie and the walls. Again, if you break them, you will be charged to replace them.
4. Turn off the water when you're finished in the wash stall and hang the hose so that it's looped evenly, off the ground for the next user.
5. Please do not use the small bucket on the floor of the indoor wash stall for anything – this is for the dog's water only.

VIII. PRIVATE ROOMS

A. *Only farm management is allowed in the following rooms:*

1. Cold storage room, located in the corner of the indoor arena
2. Shop
3. Laundry room
4. Shelly's tack room

B. *If you need something from any of these rooms, please contact farm management.*

IX. AUTOMOBILES

A. *Parking*

1. When entering the farm property, please use the Bean Lake Road entrance, not the private house entrance. **DRIVE SLOWLY PAST THE INDOOR ARENA AND INTO THE PARKING LOT.** Farm Management will warn you once and only once to slow down; after that, you will be fined \$50 every time you have to be “reminded” to slow down. This is strictly enforced for the safety of the animals and humans at the Farm.
2. Cars are to be parked in the designated parking lot in front of pasture 3 – **NO EXCEPTIONS.** Overflow can park in front of the barn or behind the indoor arena in the trailer parking lot. If you need to park on the circle, please park so that others can pass your car.
3. Please park as if there were parking stripes painted – close to the neighboring car so that there is enough room for everyone.

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4. There are motion lights on the front entrance of the farm, therefore, please do not hit any light switches in the foyer. The upper barn has porch lights on a timer – please do not adjust the switch or timer for any reason.

B. Trailers

1. Trailer parking for loading/unloading is only allowed in the trailer parking lot behind the indoor arena on Bean Lake Road.
2. Trailers are not to be driven or parked along side of the arena or in the car parking area.
3. Trailer storage is not permitted at the Farm.

X. GENERAL POLICIES

A. Lessons

1. You will be charged for a lesson cancellation communicated in less than 24 hours of your ride time, **regardless of the reason.**
2. You are responsible for checking the lesson board in the Client Tack Room for ride times. Ride times often change. If you miss your ride time and have not given the 24 hour notice, you will be charged for the missed ride.

B. Board

1. As stated in the contract, board is due the 1st day of every month. Payments received on or after the 5th of the month and every five days thereafter, a \$25 late fee will be applied.
2. As stated in the contract, there are no refunds on board. Also as stated in the contract, a 30 day notice is required to terminate the boarding contract.
3. Management reserves the right to change board with a 30 day written notice.
4. Miscellaneous and other fees (such as handling fees) are not included in board.

C. Communication with Staff & Management

1. Hang the “Hold Feed” or “No Turn Out” signs on your stall door (available in the Feed Room) if you want either action taken. Your horse is getting turned out at 7:00 AM unless there is a sign hanging. If you call at 7:00 AM to keep your horse in, plan on getting him/her from pasture – staff may not be able to answer phone calls in the middle of turning in/out.

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2. Use the Forms provided by Management for communicating with staff (i.e. MedForMe, ChangeForMe, ContactMe, AttendForMe, etc). Contact Shelly directly if you do not have access to these forms. Completed Change forms do not guarantee a change will be implemented – all changes are approved by Shelly.
3. Please do NOT call staff outside the hours of 7:00 AM – 5:00 PM. **Refrain from using their personal cell phone numbers except when an emergency.** Forgetting to hang a “No Turn Out” sign or asking to hold their feed is not an emergency...

XI. WINTER SPECIFIC RULES

A. *Parking*

1. No matter how cold it is out, please park in the assigned parking area as defined above. Parking on the circle is only allowed when the parking lot in front of Pasture 3 is full or if requested due to plowing (per next section). Although we do our best to keep the driveways clean and walkways cleared, please use extreme caution and watch for slippery areas.
2. Although we try to plow when the parking lot is empty, should we have to plow mid-day, you may be asked to move your vehicle so we can get the parking lots cleaned out.

B. *Entering/Exiting*

1. Please minimize the amount you have the overhead doors open as there is tremendous heat loss when they are open.
2. Use the front door when you are on foot and without a horse
3. Snow pads are strongly recommended for shod horses. Farm staff will only clean out feet when necessary during turn-in. If horses can walk safely on the concrete, even with snow in their shoes, nothing will be done to remove the snow -- the snow will melt quickly once in their stalls.
4. Even during the winter, horses are turned out every day, weather permitting for both horses and humans. If the wind chill is extremely cold, horses will remain in for the safety of the humans handling them. If it is too icy out, horses will remain in until the footing is once again safe.