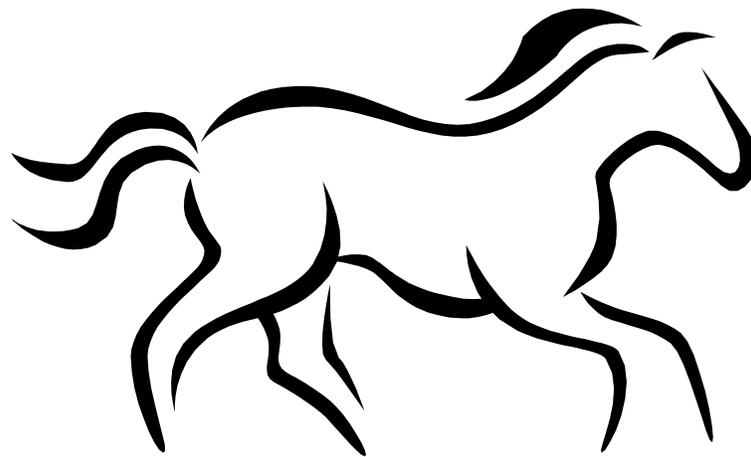




Evergreen Park

Boarders & Arena Renter's Handbook



Please note: Renting a stall or use of the Arena's constitutes acceptance of the rules and policies as contained in this Handbook.

Published by the Management of Evergreen Park.

Revised Jan 1st 2026

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1. Fees & Passes

Boarder Fees

Type	Total
Daily	\$40.00
Monthly	\$325.00

Rider Passes

Type	Total
Daily Youth	\$10.00
Daily Adult	\$20.00
Monthly Youth	\$35.00
Monthly Adult	\$70.00
Six-Month Youth	\$175.00
Six-Month Adult	\$350.00
Yearly Youth	\$350.00
Yearly Adult	\$550.00
Family Pass – 6 Months	\$700.00
Family Pass – Yearly	\$945.00

Youth 10 & Under: Free

Insurance Requirement: All users must be members of the **Alberta Equestrian Federation (AEF)** or have equivalent coverage before using the facilities.

2. Payment Policies

- All rents are due on the **1st of each month**.
 - Payments may be made through:
 - Arena Office
 - Tara Office (Mon–Fri, 8:00am–4:30pm)
 - Drop box in the Lewis Hawkes Arena (west doors)
 - Cheques payable to **Evergreen Park**
 - E-transfers accepted at **accounting@evergreenpark.ca** (include purpose in message)
 - Debit available during office hours
 - Overdue payments (30+ days) reviewed by Arena Manager and General Manager
 - **NSF Fees:**
 - \$30.00 per NSF cheque
 - After second NSF: only cash, e-transfer, or certified cheque for six months
 - NSF amounts must be paid within 30 days
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3. Boarding Policies

- \$325.00 per month — due on the 1st.
 - \$50.00 stall cleaning fee upon move-out if needed.
 - One horse per stall.
 - Report stall repair needs to Arena Manager.
 - Tack boxes must be pre-approved; size restrictions apply.
 - Feed stored only in approved flip bins in feed room.
 - Hay stored only in approved locations.
 - Event/clinic stall rental: **\$40.00/night + \$50.00 cleaning fee.**
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4. Wash Bay Rules

- Use at your own risk.
- Must be cleaned after each use or \$50.00/hr cleaning fee applies.
- Place debris in wheelbarrow — **do not WASH into drains.**
- Non-boarder use: \$30/hour or \$250/day. With a, \$150 refundable deposit

5. Facility Operating Hours

- Fosters Pavilion **9:00am – 9:00pm**
- Boarders are given a key fob with 24hr access

6. Stable Rules

General Conduct

- No smoking inside or within 10 meters of building.
- No alcohol in arenas.
- Stalls assigned by Arena Manager.

Stall Care

- Stalls must be clean and sanitary **Daily**.
- \$25 cleaning charge may apply for insufficient cleaning.
- Use provided wheelbarrows/shovels; empty manure in designated area. Working from the back to front.
- No garbage in manure pile.
- No manure in garbage cans.
- Wheelbarrows must be left empty.

Hay & Equipment

- Clean up ground after unloading hay.
- Needles and medications must be locked or disposed of safely. (Sharps containers provided)
- Alleyways must be swept and clear of items.
- Tack stored in approved tack boxes; must be removed upon move-out.
- Max 3 square bales per stall; no round bales inside.

Horse Handling

- One horse per stall; exception: mare with suckling foal under 6 months.
- Horses must be attended when tied in alleyways.
- No tying horses to the arena.
- No breeding anywhere at Evergreen Park.

Event Stall Use

During events requiring most stalls, boarders may be asked to relocate to outside barns or turnout pens. Advance notice provided.

7. Turn-Out Pen Rules

- Feeding must be in hay nets unless approved otherwise.
 - Manure must be cleaned after each use. With exceptions during winter months
 - No halters or chains left on horses.
 - Year-round boarders have priority; scheduling through manager.
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8. Indoor & Outdoor Arena Rules

- Must have stall rental, riding pass, drop-in fee, or arena rental.
 - All users must sign Evergreen Park Use Waiver.
 - AEF membership required.
 - Organized activities require booking and payment.
 - No alcohol in arenas.
 - Obstacles allowed only with managers consent; must be put away.
 - Dogs must be leashed; do not tie to arena panels.
 - One horse lunging at a time — max 10 minutes.
 - Stallions must not be left unattended. No stallions in boarding program
 - Children under 12 supervised at all times; under 16 riding requires guardian; under 18 must wear helmet.
 - No riding in alleyways, or wash bay.
 - Unruly horses may be asked to leave.
 - Riders must inform others of horses that bite, kick, or are stallions.
 - Grooming debris must go in garbage cans.
 - Damages may result in financial liability.
 - False activation of emergency equipment results in financial liability.
 - Arena renters may only enter during booked time.
 - No tying horses to inside or outside of arena panels
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9. Arena Schedule

- Managed by Arena Manager per Evergreen Park policies.
 - Bookings through arenamanager@evergreenpark.ca.
 - Schedule posted on Facebook: **Evergreen Park Stables and Riding Arenas**.
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10. Hay & Bedding Storage Rules

- Square bales only.
 - Max 3 bales per horse.
 - Grain must be contained so horses cannot access it. To be stored in feed room, in approved bins only. **NO FEED BAGS ALLOWED**
 - Shavings only for bedding.
 - Outdoor hay storage available: \$25 stall storage fee.
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11. Parking

- No parking near stable doors except while loading or unloading.
 - Regular parking is west of the building.
 - Trailer parking in approved areas only by arena manager.
 - Notify manager for long-term trailer parking.
 - Do not block driveway.
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12. General Conduct & Shared Responsibility

Users must uphold:

- Courtesy
- Safety
- Cleanliness
- Common sense
- Fairness
- Consideration for others

Concerns or safety issues: arenamanager@evergreenpark.ca.

13. Evergreen Park Staff and General Respect

Staff operate under the direction of Management ONLY and are not subject to instruction, supervision or direction from boarders. Decisions regarding duties, priorities and conduct are solely the responsibility of management and must be respected as such. It is also important to recognize that we have a limited number of staff on site and that they apply themselves consistently in order to keep operations running smoothly; their effort, professionalism and commitment warrant general respect at all times. Disrespect or attempts to undermined staff will not be tolerated. All concerns regarding staff are to be brought to the Arena Manager, not discussed with staff.

14. Misconduct & Rule Violations

Procedure

1. Verbal discussion or warning.
2. Written notice of unacceptable conduct.
 - After receiving written notice, individuals will be asked to leave the facility.
 - Evergreen Park holds the right to ask individuals to leave the facility at anytime