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INFORMATION AND POLICIES 2015

(A) General Information and Requirements:

- Riding School lessons may be taken with any of our Instructors. Please see hillmarfarm.com for bios on our Instructors.
- The Riding School is open to all adults and children ages **6 years and up** (younger children considered on a per-case basis), regardless of experience/skill level; **No previous riding experience is necessary.**
- Lessons are offered in the following formats: Private (single rider), Semi-Private (two riders), and Group (3-6 riders).
- The first lesson taken by every new student **MUST** be a Private lesson, in order to allow the Instructor the opportunity to evaluate the student's skill and confidence levels. The student will continue to be required to take Private or Semi-Private lessons until the Instructor feels that the student has the skills and confidence to join a group lesson and/or an opening becomes available in a group of similarly skilled students.
- Each student will be paired with an appropriate horse based on student's size, temperament, previous riding experience, and current riding skill level.
- Students must arrive thirty (30) minutes prior to lesson time in order to have time to tack up a horse (new and beginner students may arrive at regular scheduled time, as Instructor will assist with tacking up as part of the lesson).
- Students must expect to spend about twenty (20) minutes after lesson untacking and cooling out horse.
- Every new student will receive a "Rider Registration and Release" Form, which must be filled out prior to the beginning of the lesson. ***If student is a minor, forms must be filled out and signed by a parent or legal guardian*** ****Please Note: NO PERSON WILL BE ALLOWED TO MOUNT A HORSE UNTIL HILLMAR FARM MANAGEMENT HAS RECEIVED A "RIDER***

REGISTRATION AND RELEASE" FORM, COMPLETED IN FULL AND SIGNED BY AN ADULT.

(B) Required Lesson Attire:

- All students must wear riding breeches or other close-fitting long pants (NO sweats or other baggy pants) and ankle-high boots with a heel; *Sneakers MAY NOT be worn for riding!* Leather half-chaps are recommended, but not required.
- Long hair must be worn under the helmet or pulled back in a neat ponytail. Dangling jewelry can get caught in equipment and cause injury, and **must be removed before riding.**
- **All students, whether adult or minor, must wear an ATSM-approved riding helmet AT ALL TIMES when mounted.** Although Hillmar Farm keeps several helmets for use by students, we recommend each student buy his/her own to ensure proper fit.

(C) Lesson Purchase and Payment:

- Lessons may be purchased either by the individual lesson or as part of a monthly package. In either case, payment for lesson(s) is due **in advance** of the lesson(s). ****Please Note: NO PERSON WILL BE ALLOWED TO MOUNT A HORSE FOR A LESSON UNTIL PAYMENT HAS BEEN RECEIVED BY HILLMAR FARM MANAGEMENT.***
- Lessons purchased individually (rather than as part of a package) may be paid for on a per-lesson basis, at the standard rate for **INDIVIDUAL** lessons. **Payment for each lesson is due before the lesson's scheduled start time.**
- Lesson prices are discounted when purchased as a monthly package of **at least 4** lessons per month. In order to be eligible for the discounted monthly package rate, **ALL lessons in the package must be purchased at once, with payment received IN FULL by Hillmar NO LATER than the 5th of each month.** Lessons purchased after the 5th of the month must be purchased at the regular rate for individual lessons.
- **ALL lessons in a package MUST be used within the same month the package was purchased,** with the exception of make-up lessons (see next section for Make-up lesson terms and conditions).
- Payment for lessons can be made by cash or check. **All lesson checks must be made payable to HILLMAR FARM.**
- Checks may be given to Office Manager or left in office mailbox at the time of lesson or mailed in advance to: **HILLMAR FARM, attn.: Office Manager/5255 Porter Lane/Gainesville, GA 30506.** Cash payments **MUST** be given to Office Manager – **please do not mail cash!**

(D) Lesson Scheduling, Cancellation, and Make-Up Policies:

- Lessons should be scheduled by calling the Instructor directly or scheduling with him/her in person.
- If you schedule a lesson with the Instructor in person at the barn, **please make sure your name is written in the correct time slot on the lesson schedule, which is posted on the barn's whiteboard calendar** (located on same aisle as tack room).
- If you need to cancel a lesson for any reason, please call the Instructor as soon as possible.
- Lessons cancelled with 24 hours- notice may be made up at *no additional cost*. Lessons cancelled with fewer than 24 hours- notice will be subject to a *\$15 rescheduling fee*, **UNLESS** student brings an excuse note to the next lesson from doctor, work, or school. **No-shows (lesson missed without any notice/phone call) may NOT be made up; the lesson will be forfeited, and money will NOT be returned!**
- All missed lessons must be made up within 30 days of the originally scheduled lesson; **after 30 days, missed lessons which have not been made up will be forfeited. Payment for forfeited lessons will NOT be returned!**

(E) General Barn Rules:

- **NO SMOKING IN BARN AT ANY TIME!!!**
- Barn Hours are: 6:30 am – 9:30 pm in summer
7:30 am – 9:00 pm in winter
Tuesday through Sunday (*Closed Monday)
***Turn off arena and barn lights if you are the last one to leave**
- No person is permitted in the barn after closing hours unless a horse is sick or coming home from an event
- No parents or unauthorized persons in the ring during lessons at any time.
- Students may not ride in the fields without Instructor permission.
- Please clean wash stalls and grooming areas immediately after use and NOT wait until after riding. Put all tack and equipment away after use. You will be charged a fine if areas are left dirty or equipment is not put away.
- Please do not encourage visitors, especially children, to feed the horses unless you are there to supervise. Horses may bite!
- No running or screaming is allowed in the barn.
- Children are not allowed to climb ladders into hay loft or enter storage building. Farm equipment is housed there, and has the potential to be dangerous. Only adults are allowed to enter the designated storage areas in the storage building.

- Farm equipment, including tractors, ATV's, etc. may not be operated by anyone other than farm staff. Children may not play on or near the equipment.

(F) Important Barn Information:

- Lights for the main barn may be accessed via the breaker panel inside the pump room (first room on left-hand aisle of barn). Please only use marked switches on breaker panel to operate lights.
- Lights for the arenas may be accessed via the breaker box located between the two arenas. Please only use marked switches to operate lights. PLEASE TURN OFF LIGHTS IF YOU ARE LAST ONE TO LEAVE ARENAS!
- The indoor arena is equipped with large fans to help circulate air. The switch for the fans is located inside the main entrance to the indoor arena. PLEASE TURN OFF FANS IF YOU ARE THE LAST ONE TO LEAVE ARENA!
- All water to the barns, surrounding buildings, and outdoor spigots is supplied from two wells. In order to avoid overtaxing the wells, it is very important to not waste water. Therefore, IF YOU TURN A HOSE ON, TURN IT OFF AFTER YOU ARE FINISHED.
- For the same reason, please do not run the washing machine for just one or two items. WAIT TO RUN THE WASHER UNTIL THERE IS A FULL LOAD OF LAUNDRY TO BE DONE.
- Please use washer in main barn only for saddle pads and polo/shipping wraps. Blankets and sheets may be washed in the coin-operated machines in the lower barn.
- Both barns and the hay shed are equipped with monitored heat-sensing fire alarms. The control panel for the alarms is located in the pump room in the main barn (first door on the left-hand aisle). If you hear a loud beeping coming from the control panel, don't panic! From time to time trouble with the phone line will cause a trouble signal to be sent out. Simply notify an Instructor or the Owner/Manager, Margaux Nodvin.
- Both wash racks are equipped with built-in fans for summer and infrared heaters for winter. The switches for the lights, fans, and heaters are all in water-proof boxes inside the wash racks.

The heaters also have automatic timers to keep them from being left on for extended periods. To operate the heaters, make sure the switch for the lights is on (this switch also controls power to the heaters) and turn the timer to select the desired time (up to 30 minutes). **HEATERS WILL TURN OFF AUTOMATICALLY; PLEASE TURN OFF FANS BEFORE LEAVING THE WASH RACK.**

I, _____, hereby acknowledge that I have read and understood the above information and policies

Date: _____

Name of Rider: _____

Name of Responsible Party: _____

Address of Responsible Party: _____

Phone Number of Responsible Party: _____