



SUMMERFIELD FARM POLICIES & RULES

ATTACHMENT A TO SUMMERFIELD FARM HORSE BOARDING AGREEMENT

Operating Policies and Rules for
Boarding Clients & Visitors at
Summerfield Farm

6033 Fisher's Station Road
Lothian MD 20711

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1 SUMMERFIELD FARM PHILOSOPHY

We strive to make Summerfield Farm a professional, friendly place for the horses in our care and their human families. We operate on the philosophy of providing a peaceful, drama-free environment where our clients can enjoy time with their horses. We provide top-notch facilities and professional attention to the horses in our care, while leaving plenty of breathing room for boarders to enjoy whatever discipline they choose to practice with their horse without judgement.

We feel that good communication is key in ensuring that everyone has a clear understanding of the policies and rules at the farm. These policies and rules are in place to minimize misunderstandings and to ensure that our customers know what to expect from our farm and our services.

Our website, www.summerfieldfarm.com includes news, our calendar, price list and all other farm documents. Farm Owner Anne Marie Hale can be reached at 410-610-0064 and can answer questions or discuss any concerns you have.

2 FULL-CARE BOARD AT SUMMERFIELD FARM

2.1 WHAT'S INCLUDED

Summerfield Farm offers full-care board, which includes:

- 12 x 12 matted stall, cleaned once daily. Sawdust bedding is cleaned/refreshed daily.
- Daily turnout, weather permitting, in small groups, unless specific arrangement has been made for private turnout.
- Water buckets emptied and refilled daily; cleaned weekly (or more in warmer weather).
- Quality grain fed twice daily (morning and evening), up to 4 pounds of our base grain or 2 pounds of our ration balancer each day.
- High quality flaked timothy/grass hay.
- All pastures have heated, automatic waterers, which are cleaned regularly
- Blanketing/unblanketing in the morning before turnout and in the evening when brought in, according to weather conditions. (*See “Blanketing Policy” section below)
- Attention to minor medical needs (wound cream, etc.)
- Boarder-provided supplements and oral medications* administered as requested. (* See “Supplements and Medications” section below)
- Use of barn, wash stalls, indoor arena, outdoor riding ring, pastures and perimeter trail.

We do not offer field board, self-care board, or a la carte board.

2.2 FARM-SUPPLIED EXTRAS

Our boarding rate is calculated based on a maximum daily quantity of 4 pounds of our base grain (currently Tribute Kalm & EZ) or 2 pounds of our ration balancer and up to 3 flakes of hay per feeding. If your horse requires a larger quantity of grain, hay or shavings please contact Management to make arrangements. Extras will be billed monthly based on market prices. Extras are to be coordinated with and fed/provided by farm staff. Do not “help yourself” to extras.

2.3 STALL ASSIGNMENTS

Horses are assigned stalls in the barn based on availability and how well they get along with neighbors. We do not guarantee any specific stall to any specific horse/owner, though we recognize that horses are creatures of habit and we try to minimize changes and disruption to their routine.

Each stall is equipped with water buckets, a corner feeder, hay rack, blanket rack, saddle rack and bridle/halter rack. Please keep your stall front neat and orderly. Each Boarder must provide a halter and lead rope that remains on the stall front when the horse is in their stall so that it is readily available in the event of an emergency.

2.4 PASTURE ASSIGNMENTS

Summerfield offers a number of medium and large pastures. Pastures are enclosed with vinyl fencing with “hot wire” on the top and have heated automatic waterers that are cleaned regularly.

We try to learn each horse’s personality and determine which pasture mates will be most compatible. Currently, we have 2-5 horses per pasture. Mares are turned out separately from geldings.

New horses are usually allowed to settle in one of the private paddocks for a few days while we get to know them (if space is available), and we watch new groups of pasture mates closely when they are turned out together to make sure everyone gets along. However, horses are going to play, establish pecking order and get into scrapes from time to time despite our best efforts. If you notice that your horse does or does not get along with another horse, we will try to accommodate reasonable requests, but with only so many pastures on the farm, we cannot guarantee any particular arrangement. If you do not want your horse to be turned out with others, please meet with Management to determine if we can accommodate your horse in a private paddock.

2.5 PRIVATE PADDOCKS

Summerfield Farm has a few private paddocks for an additional fee and subject to availability. Private paddocks are typically by boarder request. However, in some cases, they may also be required if your horse “does not play well with others” and cannot be turned out in a small group without risk of injury to themselves, others in the group or farm property; in these cases, placing a horse in a private paddock, if available, may be done at the discretion of the staff.

2.6 TACK LOCKERS

Each boarder is assigned one tack locker. Tack Room lockers are assigned based on availability and seniority. Boarders can place locks on tack lockers, with the exception of Locker #9, which encloses a GFI electrical outlet that must remain accessible.

Boarders are encouraged but not required to provide Management with locker combinations so that we may access your supplies in the event of an emergency, or if we need to mitigate problems such as spilled liquids that may leak into others' lockers.

2.7 TACK BOXES

There is room for each boarder to store one standard sized tack box in the main aisle. Tack boxes cannot be stored in front of stalls because they may be damaged by the equipment we drive through the barn to clean the stalls.

2.8 STALL REST & SPECIAL NEEDS

In the event that your horse requires stall rest or has other special needs, please discuss these needs with Management as soon as possible.

Stall rest is defined as any period of time a horse remains in his or her stall when the other horses are turned out. Stall rest and other exceptional circumstances require additional services (extra stall cleanings, etc.) and supplies (extra shavings, hay, etc.). Therefore, we charge a daily fee (see Price Sheet) to cover these extra expenses for each day your horse is on stall rest (this does not apply to bad weather days when all horses stay in).

We will work with you to make sure we understand any special care that is required for your horse, and that both sides agree ahead of time on any extra supplies and care required, and whether the extras are to be owner-supplied or charged as extras. Depending on the duration and extent of the care required (changing bandages, administering medicines, hand-walking, etc.), we may be able to provide those services or the owner may be required to provide the extra care. Communication is the key to making sure we all have a clear understanding of the specific situation and if additional charges are warranted.

3 BOARDER-SUPPLIED EXTRAS

3.1 BRINGING YOUR OWN GRAIN/HAY/SHAVINGS

We strive to provide excellent quality feeds, hay and bedding for the horses in our care. If you choose to provide your own grain for your horse you may, with prior approval of Management.

Our storage space is limited, so we have to limit the quantities that we can store. If you choose to provide your own grain, please provide a metal trash-can with a lid to keep bugs and mice out of the feed. Please limit the quantity at any one time to that which will fit in one trash-can. It is your responsibility to clearly mark all supplies you provide with your/your horse's name, and to manage

inventory of your supplies. Please discuss with Management what you would like us to do in the event your supplies run out.

We do not reduce board when owners supply different or additional hay, grain or shavings.

As our storage space is limited, we reserve the right to change or rescind this policy if storing and using multiple boarders' supplies becomes a problem.

3.2 SUPPLEMENTS AND MEDICATIONS

Summerfield Farm staff will administer boarder-provided supplements and medications that are added to your horse's grain, per specific instruction from the horse owners. We are also happy to help with medications that are administered as pastes that are injected directly into a horse's mouth, such as dewormers, as long as these are "once in a while as needed" and not daily.

Please use the Supplements & Medications Form to provide clear, concise, written instruction (including medication/supplement names, doses, times of day, and duration of treatment) and go over those instructions with Farm Management. Please update written instructions in the event of any changes.

If your horse is on 3 or more supplements per feeding, please provide us with per-feeding baggies or SmartPacs. If your horse gets supplements that come in large feed bags (such as Outlast), please supply us with a 5-gallon bucket with a tight-fitting lid labeled with your horse's name.

Summerfield Farm staff will NOT administer injections.

We do not have climate controlled storage for medications and supplements.

3.2.1 More Complicated Medications

Additional fees will be assessed for any medications that require more complicated preparation, handling, application, storage, and/or disposal, and for medications that need to be administered during our staff's non-work hours. If your horse requires any medications that fall into any of these categories, please schedule a time to meet with Management to discuss your specific needs, and we can go over all handling and storage procedures described by the product manufacturer.

3.2.2 Note Regarding Orally-Administered Altrenogist ("Regumate")

If your horse is on orally-administered Altrenogist (also known as "Regumate"), Summerfield Farm is not the right home. After review and careful consideration of the handling procedures, we have decided, based on the costs of safety supplies and risks of accidental exposure, that having this drug in the barn is not in the best interest of our farm, our staff or our clients.

This applies specifically to the version of the drug that is administered daily via syringe to the horse's tongue/mouth or in their grain. It does NOT ban altrenogist that is administered via injection (by owner or veterinarian).

4 SUMMERFIELD SERVICES

4.1 TURNOUT

Horses are turned out each day for as many hours as weather conditions permit. During cooler weather (approximately late October-May) horses go out at about 7am and are out until about 5:30 pm depending on daylight and temperatures. During hot weather, horses go out after their evening feeding (anywhere from 5-8pm, depending on the temperatures) and stay out until breakfast time.

We check weather conditions and predictions and plan accordingly. Horses are generally in during bad weather, rain, snow, ice, extreme mud. However, they may not occasionally get caught in a surprise middle-of-the-night summer rain shower.

During the nice weather of the spring and fall shoulder seasons, we assess the weather and sometimes arrange for the horses to be brought inside for their breakfast or dinner, then go back out to their pastures.

If you bring your horse inside, whether to ride or for a service appointment, please return them to their pasture if it is during the time that others are still out (or ask a staff member if you should leave them in or take them out if it is close to turn in/out time). If in doubt, please contact a staff member to ask their preference.

4.2 BLANKETING

Summerfield Farm offers blanketing for your horse as a courtesy (no additional charge). Blanketing, like predicting the weather is not an exact science. We use our best judgement, weather forecasts and observations and available staff to make sure all of the horses in our care are comfortable and safe. Our policy is described below; if you prefer that your horse not be blanketed, or if you prefer to manage your own blanketing, please let Management know.

For weather in our area, we recommend that horses being blanketed have a light sheet/rain sheet, medium turnout and heavy turnout. All blankets should be labeled clearly with the owner/horse name and the weight description ("light", "sheet", "medium", "heavy", etc.)

4.2.1 Blanketing Basics

Courtesy blanketing includes assessing the weather forecast and whether your horses is clipped/unclipped and blanketing your horse for the high temperatures and weather conditions for turnout/daytime and the low temperature for nighttime. This includes up to one blanket on or off at turnout and up to one blanket on or off when they are brought inside. If your horse is wearing an undergarment, it will remain in place when blankets are changed.

If a horse rips or shimmies halfway out of their blanket, we will reposition or remove it as soon as we are aware of the problem. If the weather warms up during daytime turnout time to a degree that blankets can be removed, we will pull blankets when we have staff available to do so. We do not do blanket changes in the pastures and we do not bring horses in and out during turnout time to perform blanket changes.

Boarders are welcome to attend to their horse's blanketing needs at any time.

4.2.2 More Complicated Blanketing Needs

If you require a more complicated blanketing regimen for your horse (i.e., more than one blanket change per day, extra layers and liners, shoulder guards/slinkies, change from stable blankets to/from turnouts, etc.) this requires extra labor and an extra monthly charge will be assessed. Let Management know and we can discuss your needs and whether or not our staff can accommodate them.

If we decide together that a monthly charge for additional blanketing services works for both parties, we will document what is and is not included, and the charge will be assessed at the beginning of the month on your invoice. It will apply to the entire month and can be changed only with written notice at least 1 week before the first of the next month. It will not be pro-rated.

4.2.3 Blanketing Safety

Summerfield Farm follows a safety-first blanketing policy. Some horses may exhibit dangerous behaviors while being blanketed that include but are not limited to kicking, biting, rearing and pushing. Horses may behave differently with different people without explanation. If for any reason we find it dangerous or unsafe to blanket/unblanket a horse, the owner will be notified and the horse will remain in its blanketed/unblanketed state until the owner can attend to the horse.

4.2.4 Boarder Responsibility for Blankets

Boarders are responsible for providing all blankets and for checking them regularly to assess their fit and keep them in good repair. We recommend a spare sheet and/or medium weight turnout in case one is damaged or wet. Boarders are responsible for regularly removing blankets for grooming and to assess rubs, etc. Boarders are responsible for having their blankets cleaned, repaired and re-waterproofed as necessary (we have a great service provider that will pick them up from the barn and return them clean, fixed and waterproof—ask if you need service).

The farm is not responsible for damage to blankets.

Off-season blanket storage is available in the loft over the tack/feed rooms—we recommend either bagging your clean blankets in heavy-duty garbage bags or plastic storage containers to protect them from dust and insects.

4.3 OTHER HORSE EQUIPMENT AND ACCESSORIES

4.3.1 Fly Sheets, Masks and Bell Boots

If your horse requires other equipment for turnout, including fly sheets/masks in the summer, bell boots, etc. please discuss your needs with Management. Boarders are responsible for providing all such equipment for their horses, and for checking to make sure it is in good condition and working order. Our staff will turn your horse out with the agreed upon equipment but is not responsible for keeping the equipment on the horse or for searching for equipment that the horse removes during turnout.

4.3.2 Muzzles

Some horses require grazing muzzles during the “green grass” seasons to control metabolic issues. If your horse is in this category, please discuss your needs and concerns with Management, as soon as possible (or preferably before your horse becomes a boarder at our farm). We have limited dry-lot and “less grass” pasture space available and cannot guarantee adding horses to these areas.

If you provide your horse with a grazing muzzle, we will turn him out with the muzzle. However, we are not responsible for what happens after turnout; we cannot guarantee that your horse or his pasturemates will not remove it.

4.4 IF YOUR HORSE IS AWAY FROM THE FARM

If you take your horse off of the farm property, please let Farm Management know that you are away and when you expect to return. Please also use a note on your horse’s stall card clipboard to remind us.

4.4.1 To-Go Meals

If your horse will be away for a few days (5 or less) (for example, if you are attending a show or a clinic at another farm) **and** you let us know 48 hours or more ahead of time **and** provide 1-gallon Ziploc bags, we will bag and label your horse’s grain and supplements to feed your horse during his time away. We will provide hay to fill your hay net for transport but do not send additional hay for travel. If you want to purchase grain or hay from our providers, we would be happy to share their contact information.

4.4.2 Dry-Stall Service

If your horse will be away for a month or more, we offer a dry stall fee to hold a stall for you. The fee is ½ of monthly board rate/ per month. If you are interested, please schedule a time to meet with Anne Marie or send me an email prior to the first day of the month that your horse will be away.

If your horse is going to return to Summerfield Farm prior to the beginning of the next calendar month, please let Management know as soon as possible and before you bring your horse back to the farm. If your horse returns to Summerfield Farm prior to the beginning of the next calendar month, you will be billed the per-diem rate for each day from your horse’s return until the end of the month, which when added to the dry stall fee, which will not exceed the full month’s board rate. The pro-rated days’ fees will be added to the following month’s invoice.

The dry stall fee will not be pro-rated or applied retroactively.

4.5 HORSE LAUNDRY

We do not offer in-house horse laundry but do work with excellent service providers. If you need blankets cleaned/water-proofed/repared, saddle pads, wraps or rags cleaned, please contact Anne Marie to either arrange for services or get contact information.

4.6 OTHER SERVICES

Summerfield Farm offers other services on an a la carte basis. These services include grooming, lunging, clipping, mane pulling, etc. Fees for services vary and may be provided on a monthly or as-needed basis. Please discuss your needs with Management.

4.7 OTHER EXCEPTIONAL CIRCUMSTANCES

If there is a need, situation or circumstance that is not addressed in our Boarding Agreement or this document that applies to you and/or your horse, please schedule a time to meet with Anne Marie to discuss your needs so that we can arrive at a mutually agreed upon solution.

While we strive to provide high-quality care in an “all inclusive” package, situations do arise that we need to tailor to individuals. Rather than raise our rates for everyone, we prefer to assess additional charges to cover individual needs.

5 HORSE HEALTH

Summerfield Farm operates on an boarder/owner-responsibility model; we believe owners should make the decisions and arrangements for their own horses' medical care and well-being. Boarders are welcome and required to make their own arrangements for all routine care, including scheduling and payment for those services.

**Note: We will not tolerate any horse on our farm being mistreated, neglected or denied basic medical care, and if necessary, will make arrangements for treatment at the owner's expense.*

5.1 VETERINARIANS, FARRIERS & OTHER PRACTITIONERS

We do not require the use of a particular veterinary practice or farrier. If you are interested in who we use for our horses, please ask. Other practitioners, including equine dentists, massage therapists and chiropractors regularly visit our farm and attend to our horses. If we know when a particular vet, farrier or other practitioner is scheduling time at our farm, we will try to let everyone know ahead of time so that other appointments can be made on the same farm call.

5.2 VACCINATION REQUIREMENTS

For the health and safety of all of the horses in our care, all horses at Summerfield Farm must have a current negative Coggins test, and owners must provide documentation of current immunization status for the horse for Tetanus, Rabies, West Nile, Eastern/Western Encephalitis, Influenza (Flu), Rhinopneumonitis (Herpes) and Strangles. We highly recommend vaccination against Botulism.

5.3 DEWORMING

Each boarder is responsible for deworming their own horse, according to the recommendations of their vet and the needs of their horse. Whether deworming is done based on a rotational schedule or based on fecal-count analysis is up to the boarder.

5.4 EMERGENCY CARE

In the event of an emergency, we will do whatever it takes to ensure the care of your horse until you can arrive or advise us. Summerfield Farm will contact a veterinarian on behalf of your horse in the event of an emergency if you cannot be immediately reached.

5.4.1 Emergency Information Sheet

Each boarder is encouraged to complete an Emergency Information Sheet and provide that information to Management.

In the event that your horse requires emergency veterinary care due to injury or illness, we need to know what to do if you cannot be reached. These questions are difficult to think about, but much easier in the light of an ordinary day than they would be in the panic of an emergency situation.

Please let us know, in as much detail as possible, how you would like your horse to be cared for (including “up to” dollar amounts) if you cannot be reached.

Please let us know if you will be travelling, hospitalized or in any other circumstance that would preclude our being able to contact you in an emergency situation. Please designate 2 alternate emergency contacts and discuss your wishes with them ahead of time. Please provide them your emergency contacts with your equine insurance company contact and policy information, if that applies.

Emergency information is printed on the back of your horse’s stall card so that it is immediately available to provide to the vet that attends your horse in an emergency.

5.4.2 Wolf Creek Equine Hospital

In the event of an emergency you and your preferred vet will be called as quickly as possible given the severity of the emergency.

If you and your preferred vet cannot be reached in an emergency or cannot attend to your horse in a timeframe commensurate with the emergency we will contact Wolf Creek Equine Hospital to attend to your horse. Wolf Creek is located about 5 miles from our farm, has multiple vets on staff, and has a full surgical center available.

5.4.3 Emergency Transportation

Emergency transportation for your horse may be available, but this service cannot be guaranteed.

5.4.4 Payment for Emergency Services

Boarders are liable for all services provided on their horse’s behalf in the event of an emergency.

In the unlikely event that a horse dies on farm property, it is the owner’s responsibility to pay for removal/final arrangements of the horse.

5.5 VICES

Horses that crib or chew (fencing, stall components, water buckets, feeders, waterers, etc.) must wear a cribbing strap or cribbing muzzle. If they continue to crib in the field, they must wear it when turned out as well. There is not much for them to crib on, but persistent cribbers have been known to

crib on the field waterers, which if broken, can cause a farm water crisis situation, as well as a significant expense that will be charged to the owner of the horse.

We have had success with spreading ichthammol ointment on areas where persistent cribbers try to crib. Ichthammol is the “drawing salve” often used to treat abscesses. It smells (and apparently tastes) awful.

Boarders will be charged for repairs and equipment replacement resulting from their any damage caused by their horse.

6 USE OF FACILITIES

Summerfield boarders are welcome to use our barn, indoor riding ring, outdoor riding ring, trails and common areas.

6.1 FARM HOURS

The farm is open from 7 am until 9 pm daily. We will work with you for early shows or horse illnesses, but please let the Management know if you have reason to be on farm property outside of these hours.

6.2 PARKING

Customer parking is in the gravel area between the outdoor riding ring and the house. Our parking area is limited and therefore we do not allow long-term parking of boarders’ vehicles at the farm.

The area in the front of the barn can be used for deliveries, moving horses, veterinarians, etc.

6.3 TRAILER PARKING

We have a limited number of trailer parking spaces in the grass field near the front gate. They are filled on a seniority basis. We recommend wheel blocks and a solid base for the trailer foot. The trailer parking area is on a grass area; therefore we ask owners to take extra care when moving trailers in or out when the ground is soft.

6.4 DRIVEWAY & DRIVEWAY GATES

In order to keep our horses and farm as safe as possible, perimeter/driveway gates will be opened in the morning and closed at the end of the staff workday. Please close the driveway gate if you are the last to leave at the end of the day.

Please drive courteously. The speed limit on farm driveways is no more than 10 mph. The safety of people, horses, cats, dogs and other animals always takes precedent. The driveway winds past the outdoor ring where traffic may pose hazards to mounted riders, so please drive accordingly.

6.5 RIDING RINGS

Both the indoor and outdoor riding arenas are available for boarders to ride or hand-walk their horses. Arenas are solely for the purpose of riding and are not to be used for turnout or free-lunging (hand-walking is fine).

Riders are asked to use good arena etiquette to share the ring amicably. Arena etiquette rules are described in the “Arena Etiquette” section below.

All riders are asked to please treat the footing as the valuable resource that it is. To prevent damaging the footing and sub-footing, please vary your path and avoid intense riding in a single area or pattern for long periods of time (for example, cantering on a particular 10 or 20 meter circle for 20 or 30 minutes) leaving ruts in the footing.

6.5.1 Lunging

Lunging is not permitted in the indoor arena. Horses may be lunged in the outdoor ring, the round pen or on grassy areas.

Mounted riders in the outdoor ring have right of way over horses being lunged. If riders are already in the ring, anyone wishing to lunge their horse in the ring is asked to wait until the riders have left the ring, unless the rider and lunger have an agreement to share the ring.

6.5.2 Use of Rings During Lessons

Riding rings are open for other riders during lessons, with few exceptions (see note below). Lesson riders (if the lesson is scheduled and posted on the calendar) have right of way over other riders during the scheduled lesson time; for example, if the rider in the lesson is jumping a course, other riders are required to wait in a safe area until the horse in the lesson has completed the course.

**Note: There are a few exceptions where the ring may be reserved and closed to others. Examples include filming a video for a virtual horse show or prospective sale posting, or showing a sale horse to clients. These appointments must be approved by Management and posted on the on-line calendar.*

6.5.3 Jump Courses

The indoor and/or outdoor arenas will be set with jump courses at most times. You may raise or drop rails/fences or open jumps when you are riding, but please put them back the way you found them when you are finished. If you move jumps/standards put them back where you found them when you are finished.

The exception to this rule is if all jumps are cleared from the ring for a block of lessons. In this case, the jumps can be cleared to any corner of the ring in order to facilitate a block of lesson times.

Following the lessons, the jumps should be left in the corner and Farm Management notified so that the jump course can be properly reset. The trainer conducting the lessons will be charged an hourly rate commensurate with their own hourly lesson rate for the time required to reset the course.

Do not alter the course without talking to Management first.

6.6 TRAIL RIDING

There is a perimeter trail around the outside of the fenced pastures, and a large open field in the back of the property. Boarders are welcome to take advantage of the opportunity to ride their horses outside of the ring--but warned that it is a natural area and hazards do exist.

When riding in fields or trails, watch out for groundhog and fox holes and other marked and unmarked obstacles. It is NOT SAFE to ride around the perimeter of the farm in the dark.

Hunting is not allowed on the farm, but does take place on neighboring properties. If you are riding outside during hunting season, you do so at your own risk. Wear bright colors (particularly “safety orange”) and avoid trail riding during twilight hours.

6.7 WASH STALLS

Summerfield Farm has one inside wash stall with hot and cold water. During warm weather, there are two additional cold-water wash areas on the outside of the barn.

The inside wash stall is exclusively for bathing and/or hosing your horse, or having your vet work on your horse. Do not use the wash stall for grooming, picking your horses feet, grooming, clipping, or tacking up/untacking your horse.

When bathing or hosing your horse, please pick dirt from their feet and brush dirt, mud and loose hair from their bodies before taking them into the wash stall. Please clean up after you are done, including sweeping hair, dirt and debris into a muck tub, and hosing out the wash stall. Please minimize what goes down the drain, as hair, dirt, hay, etc. clog the pipes, which may result in expensive and inconvenient repairs and/or loss of our wash stall.

Do not leave your horse in the wash stall unattended.

Be courteous of others waiting to use the wash stall and do not leave your horse there to hang-out or dry when other was waiting.

6.8 VISITORS

These visitors MUST sign a Summerfield Farm Liability Release Waiver before they may handle or ride any horse. Visitors are subject to all policies and rules of the farm and it is the responsibility of boarders to make sure they are followed.

If you give someone else permission to visit/handle/ride your horse when you are not on the farm, please let Management know ahead of time.

Boarders are solely responsible for the actions of their visitors (whether the owner is present or has given permission to a third-party to handle or ride their horse when they are not at the farm), including damage to farm property, damage to owners’ tack and equipment and injury to or treatment of their horse. Management reserves the right to refuse access (or ask to leave) to any visitor seen mistreating any animal or violating our farm rules and policies; when there is room for doubt, we will err on the side of safeguarding the animal.

6.9 USE OF FACILITIES BY NON-BOARDER GUESTS

We may offer limited access to our indoor arena, outdoor ring, and trails to outside guests. Guests trailering horses to Summerfield Farm must make prior arrangements with Summerfield Farm management, and must provide proof of current negative Coggins, and all vaccinations required of boarder’s horses (Tetanus, Rabies, West Nile, Eastern/Western Encephalitis, Influenza (Flu), Rhinopneumonitis (Herpes),

Strangles) BEFORE their horses may visit the property. Haul-in horses may not enter the barn or use wash stall, and may not be left unattended. Guests hauling in horses must sign a Summerfield Farm Liability Release, and must comply with all applicable barn rules. The haul-in fee is \$25 per horse, per riding session. Management reserves the right to grant or refuse access to our facilities at our discretion.

6.10 DOGS ON THE FARM

Boarders Clients' dogs may be allowed at Summerfield Farm by management discretion only. Dogs must be leashed (this means a leash on the dog end and a human on the other end of the leash), under control and quiet. Dogs must not ever be left unattended anywhere on the farm, including but not limited to in cars on hot days, tied to trees, fences or any piece of farm equipment or fixture or in stalls or the tack room. Dogs are not allowed in pastures or riding arenas at any time.

Boarders must clean up after their dogs.

Dogs which pose a nuisance or danger to horses or people, or whose owners do not follow these rules will be asked to leave.

6.11 PROPERTY DAMAGE

From time to time, especially on a farm full of large animals, damage does occur to fencing, stalls, blanket racks, etc. If something is broken, please let us know as soon as possible. If we agree that it falls in the category of normal wear and tear, we will get it repaired or replaced as quickly as possible.

If the damage falls outside of normal, we will do our best to assess the cause and if it can be attributed to a specific horse, person or event, we will work with the Boarder to not only determine what is needed to repair the damage, but also to prevent future damage. Boarders are financially responsible for repair of damages caused by their horse (or the Boarder or visitor) that are not within normal wear.

7 LESSONS

Summerfield Farm does not currently offer in-house lessons or training rides. We may grant permission for some instructors to provide lessons to boarders at our farm.

7.1 REQUIREMENTS FOR OUTSIDE INSTRUCTORS

Summerfield Farm **may** grant permission for some outside riding instructors and/or trainers to conduct lessons or training rides on our property. Outside Instructors refers to professionals conducting lessons on the ground, as well as training sessions when they are in the saddle, lunging, doing groundwork, etc.

Permission is solely at the discretion of Summerfield Farm Management, and is also subject to the following requirements:

- All outside instructors must provide proof (one copy required to be kept on file at our farm) of current instructor liability insurance, with Summerfield Farm listed on the policy as additional insured.
- All outside instructors must sign a Summerfield Farm Liability Waiver.
- All outside instructors must adhere to the farm policies and procedures and to the barn rules, including those regarding helmets and footgear.
- It is the responsibility of the client hiring the outside instructor to provide copies of all farm policies and procedures and to follow up to ensure certificates of insurance and waivers have been provided/signed by the outside instructor.
- The hiring client is responsible for any misconduct on the part of the outside instructor, as well as damages to farm property, client property and horses on the farm.
- The Farm reserves the right to deny access to outside instructors who do not meet these requirements and standards, who have not maintained their insurance, or at the discretion of Management.
- These requirements must be fulfilled, documentation provided and permission granted by Management before any lessons may be conducted on our farm.
- Outside instructors who have issues or concerns with Summerfield policies or facilities are expected to discuss their concerns with their client privately or directly with Summerfield Farm management and not with Summerfield staff or other clients.

7.2 SCHEDULING SINGLE LESSONS

All lessons must be scheduled at least 24 hours in advance, through Management. Text your requested date and time, the name of the rider and the instructor, and which ring you are requesting to Anne Marie at 410-610-0064.

Once approved, Management will add the lesson time to the online calendar accessible through our website. Other boarders will also be able to see the lesson schedule on the calendar.

Owners may schedule up to one lesson per week per boarded horse.

A \$15 arena fee (per session) will be charged to the horse owner/rider for each lesson.

Lessons that take place without meeting the requirements for scheduling and the requirements for outside instructors may result in permission for future lessons being rescinded.

7.3 SCHEDULING BLOCKS OF LESSONS

Summerfield Farm may grant usage of our facility to approved instructors for conducting back-to-back lessons with multiple boarders.

These lessons must also be scheduled at least 24 hours (preferably more) in advance, through Management. Text your requested date and time, the name of the rider and the instructor to Anne Marie at 410-610-0064. Once approved, Management will add the lesson time to the online calendar accessible through our website. Other boarders will also be able to see the lesson schedule on the calendar.

Blocks of lessons can be scheduled in the Outdoor Arena only. If the group decides to remove jumps from the outdoor ring for the purpose of conducting lessons, they can be deconstructed and moved into the corners of the ring. The jump course will be reset by Management following the conclusion of lessons and the instructor will be charged an hourly rate commensurate with the trainer's hourly lesson rate for the time required to reset the course.

Outdoor lessons by nature are weather dependent and cancellation should be coordinated with the instructor.

A \$20 arena fee per session will be charged to the horse owner/rider for each lesson.

Owners may schedule up to one lesson per week per boarded horse.

Lessons that take place without meeting the requirements for scheduling and the requirements for outside instructors may result in permission for future lessons being rescinded.

7.4 TRAINING RIDES/SESSIONS

Professionals providing training sessions or rides are subject to all of the same requirements, including providing a Certificate of Insurance, signing the Summerfield Farm Liability Waiver, following all barn policies and rules, etc. of any other Outside Instructors (see sections above).

Training sessions must be scheduled in advance through Management, approved and added to the barn calendar.

Training sessions must be scheduled at a time when either the horse owner or a representative of Farm Management can be present to provide oversight during the time that the trainer is on farm property.

Training sessions that take place without meeting the requirements for scheduling and the requirements for outside instructors may result in permission for future training sessions being rescinded.

A \$20 arena fee per session will be charged to the horse owner/rider for each lesson.

7.5 LESSON RIGHT OF WAY

Scheduled lesson time does not preclude other riders from using the arena during your lesson. The person with the scheduled lesson will have “right of way” when performing jumping exercises or jumping courses.

8 CODE OF CONDUCT: BARN RULES FOR CIVILITY & SAFETY

8.1 BASIC BARN MANNERS FOR HUMANS

- Be nice to others, both people and animals, no exceptions. Treat other boarders, staff, management, family, and guests (including their horses and property) with the same kindness and respect with which you would like to be treated, while on the farm, at shows or clinics and on social media.

Summerfield Farm is at all times to remain a friendly place suitable for all boarders, clients and their families. The conduct of everyone on the farm will at all times be dignified and civil. Failure to comply with this key rule will result in your being asked to leave Summerfield Farm.

- Do not steal, use, borrow or take anything that isn't yours without permission from the owner. This includes, but is not limited to tack, supplies, grooming equipment, halters/lead ropes, medicine, supplements, hay, grain, and bedding.
- If you move something, put it back. If you open it, close it (doors, gates, etc.). If you turn it on (water, lights, heaters, etc), turn it off. If something breaks or needs attention, please let management know.
- No smoking or drug use on Summerfield Farm property.
- Clean up after yourself and your horse.
- Don't handle any horse that does not belong to you without permission from the horse owner or management. Do not move any horse to another stall, pasture or cross-tie location. Do not feed anyone else's horse treats, etc. without the permission of the horse's owner/boarder.
- Do not interfere with Farm staff's care of any horse that you do not own.
- Do not administer medication to any horse that you do not own without the express permission of the horse's owner and coordination with Farm staff.
- If you grant another person permission to handle/ride/train/feed/groom/medicate your horse, please notify Farm Management in advance, including any boundaries or limitations of what that person is allowed or is not allowed to do with your horse. The Farm is not liable for anything that happens to the person granted such permission or to the horse when under the person's care and control.

- If you have an issue that should be discussed with management, schedule a time to meet to discuss it with management. Complaining to other boarders does nothing except create un-necessary drama and awkwardness and disturbs the peaceful environment that we all want the barn to be.

8.2 SAFETY RULES

- Ride at your own risk.
- **All riders** must sign a Summerfield Farm Liability Release Waiver before handling or mounting any horse or pony on farm property.
- ASTM approved helmets must be worn by all riders at all times while mounted.
- Parents/guardians must be present and actively supervise minors.
- Appropriate, closed-toe footwear is highly recommended for everyone near the horses or stable.
- Horses must be kept on a lead at all times when out of the stall or pasture.
- Do not leave horses unattended in arenas, wash racks or cross-ties.

8.3 ARENA ETIQUETTE

- Always ride in control and be courteous of other riders around you. Remember to look out for less experienced riders. Ride defensively and watch where you are going.
- When approaching another rider head on, pass left shoulder to left shoulder. When in a situation you are unsure, please call “rail” or “inside”, etc. so there is no misunderstanding.
- Slower traffic should ride on the inside. Faster on the outside. When passing another rider from behind, please pass on the inside. Please let the rider know you are passing vocalize "passing on the inside. Circles must give way to riders on the outside track. Riders at faster gate have right of way on the track.
- When entering the ring when other riders are present, wait until the gate area and immediate track are clear. Call “door” so no one is surprised. If another rider in the ring is jumping a course, wait outside until the course is complete.
- Stop out of the way to answer your cell phone, if necessary.
- You must always have contact with your horse in the arena.
- Return anything you have moved to where you found it.

- Cleanup after yourself and your horse when you have finished riding—put away all gear and remove manure. When removing manure, remember that arena footing is precious and expensive—please remove manure accordingly.
-

8.4 ANTI-HARASSMENT POLICY

Our anti-harassment policy expresses our commitment to maintain an environment that's free of harassment, so our clients and employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. Reports of harassment of any kind will be taken seriously and thoroughly investigated.

8.4.1 Scope

This workplace harassment policy applies to all employees, contractors, public visitors, customers and anyone else whom employees come into contact with at work.

8.4.2 Definition of Harassment

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization.

Sexual harassment is illegal and we will seriously investigate relevant reports. See Section 8.4.5 (below) for notes particular to incidents of sexual harassment.

8.4.3 How To Address Harassment

If you're being harassed, whether by a colleague, customer, employee or vendor, you can choose to talk to any of these people:

- **Offenders.** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.)
- **Farm Management.** Incidents of harassment must be brought to the attention of Farm Owner/Manager, Anne Marie Hale immediately. Call or text to ask for an urgent meeting. All incidents will be taken seriously, thoroughly investigated and documented.

8.4.4 Disciplinary Consequences

Punishment for harassment depends on the severity of the offence and may include counseling, reprimands, suspensions or termination.

8.4.5 Notes Regarding Sexual Harassment

What Is Sexual Harassment?

Sexual harassment has many forms of variable seriousness. A person sexually harasses someone when they:

- Insinuate, propose or demand sexual favors of any kind.
- Invade another person's personal space (e.g. inappropriate touching.)
- Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

The most extreme form of sexual harassment is sexual assault. This is a serious crime and will be treated accordingly.

Inadvertent Harassment

Sometimes, people who others do not realize that their behavior is wrong. We understand this is possible, but that doesn't make the perpetrator any less responsible for their actions. If you suspect that someone doesn't realize their behavior is sexual harassment under the definition of this policy, let them know and ask them to stop. Do so preferably via email so you can have records.

Reporting Sexual Harassment

Sexual harassment goes beyond the boundaries of off-hand comments, flirting or jokes. As with all incidents of harassment, report to Farm Management/Anne Marie Hale as soon as possible.

9 BILLING & PAYMENT

9.1 INVOICES

On or about the first of each month you will receive an emailed invoice for the following month's board. ***Invoices are due upon receipt.***

Your monthly invoice will include a charge for your board for the month ahead, plus any charges for extras from the previous month. If you have questions or concerns about your invoice, please let us know and we will work with you to resolve any problems.

9.2 PAYMENT

Invoices may be paid online (there is a link on the invoice itself) or with cash or check. Invoices can be paid once each month; if you click on the link and pay an amount other than the full invoice, you will need to leave a check for the remainder in the barn mailbox. The link does not work a second time.

If paying with cash, please put your payment in an envelope clearly marked with your name. Cash and checks can be left in the locked mailbox in the barn's main aisle (outside of the office).

9.3 LATE FEES

A late fee of \$10 per day will be added for payments received 10 days or more after the invoice was emailed.

9.4 RETURNED CHECKS

There will be a \$35 charge on all returned checks.

9.5 SPLITTING BOARD WITH ANOTHER PARTY

The boarder or responsible adult party who signed our boarding agreement is fully responsible for paying board in full and on-time. Any arrangement you have for splitting expenses with another party is between you and the other party and does not involve Summerfield Farm.

9.6 SECURITY DEPOSIT

The first month's board and a security deposit are due when your horse moves to Summerfield Farm.

The security deposit does not cover your "last month's" board.

Under normal circumstances, all or part of your security deposit will be refunded when you move from Summerfield Farm, as long as you provide at least 30 days' written notice of your intent to leave. Repairs necessary based on damages to farm property by you or your horse (not including normal wear) will be deducted from your security deposit. The balance can be returned via check, mailed to you after your horse and all of your property are removed from the farm.

Exceptions to this policy are described further in the "Termination of Boarding Agreement" section.

10 TERMINATION OF BOARDING AGREEMENT

10.1 TERMINATION OF BOARDING AGREEMENT BY HORSE BOARDER

Boarders must give Summerfield Farm at least 30 days' written notice of intent to terminate the Horse Boarding Agreement.

The Boarder is liable for paying for board and any other expenses for the time period covered between the giving of notice of intent to terminate the Horse Boarding Agreement and up to time that the horse and Owner's property are removed from the farm. The Boarder agrees to pay any and all outstanding bills in full prior to removing the horse and property from the farm. Unearned fees and the security deposit, less the cost to repair/replace any damages, will be mailed to the Boarder following the departure of the horse and the removal of all of the Boarder's property from the Farm.

Failure of the Boarder to provide at least 30 days' written notice of intent to terminate this agreement may result in forfeiture of any and all unearned fees paid to the Farm in advance and the security deposit, at the discretion of Farm Management. (Discretion is reserved for special circumstances beyond the control of the Boarder, such as the death of a horse.)

10.2 TERMINATION OF BOARDING AGREEMENT BY SUMMERFIELD FARM

10.2.1 Termination Without Cause

Summerfield Farm reserves the right to terminate the Horse Boarding Agreement and ask a Boarder to leave, without cause, with thirty days' written notice.

The Boarder is liable for paying for board and any other expenses for the time period covered between the giving of notice of the farm's intent to terminate the Horse Boarding Agreement and up to time that the horse and Boarder's property are removed from the farm. The Boarder agrees to pay any and all outstanding bills in full prior to removing the horse and property from the farm. Unearned fees and the security deposit, less the cost to repair/replace any damages, will be mailed to the Boarder following the departure of the horse and the removal of all of the Boarder's property from the Farm.

10.2.2 Termination With Cause

Summerfield Farm reserves the right to terminate the Horse Boarding Agreement and ask a Boarder to leave, with cause, with seven days' written notice. With cause actions include but are not limited to substantiated claims of harassment, stealing (including "adverse possession of personal property" that belongs to someone else) from the farm or another client, use of illegal drugs, flagrant damage or destruction of Farm property or that of Farm boarders, flagrant violation of Farm policies and rules, abuse of animals, physical or verbal abuse or threats directly or indirectly aimed at Farm personnel, family or clients, animals owned by or in the Farm's care, Farm property or property of Farm clients, defamation/libel of Farm (owner/family/staff/clients) direct or indirect including those spread through social media.

Termination of this contract with cause will result in forfeiture of any and all advance fees paid to Summerfield Farm and security deposits.

During the seven day period, we will continue to provide normal care for the horse. However, Summerfield Farm reserves the right to bar the Boarder from entering the farm property during the seven day period. If this is invoked, the owner of the horse will be required to coordinate with the Farm Owner to escort them onto the farm to remove the horse and any other property.

The Boarder is liable for paying for board and any other expenses for the time period covered between the giving of notice of the farm's intent to terminate the Horse Boarding Agreement and up to time that the horse and Boarder's property are removed from the farm. The Boarder agrees to pay any and all outstanding bills in full prior to removing the horse and property from the farm.

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