

# Burnaby Horsemen's Association Policy: **Unconventional Use of Facilities**

Approved: MARCH 28 2022

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## Applicability

The BHA facilities are intended primarily for supporting the equestrian sports. From time to time requests will be received for non-equestrian uses. This policy outlines the requirements for consideration of such requests.

## Policy

1. Application proposal:
  - a. The host of the event must prepare a written proposal and submit it to the BHA Board of Directors for consideration.
  - b. The proposal should include:
    - i. The date and time of the event.
    - ii. Which facilities or ring(s) are required.
    - iii. Can the ring be shared or is it for the exclusive use of the event.
    - iv. A full description of the activity to take place.
    - v. Any special requirements requested of the BHA, such as restricting parking, overnight storage of equipment, use of bathroom facilities, harrowing of the ring before and/or after and overnight parking of vehicles or trailers.
    - vi. Proof of insurance (\$5 million required).
  - c. The proposal is to be submitted prior to at least one Board meeting before the proposed event date. Incomplete paperwork will delay consideration of the application.
2. Board Approval and Communication of Event:
  - a. The BHA Board of Directors will receive the event proposal at least one Board meeting prior to the proposed date.
  - b. The Board will discuss and determine the suitability of the event at the next scheduled Board meeting.
  - c. No proposal that prevents members from caring for or accessing their horses will be approved.
  - d. The host may be asked to attend the Board meeting to discuss the proposal, make a presentation or answer questions.
  - e. Once satisfied with the event proposal, the Board will approve the event through a motion and vote of the Directors.
  - f. A completed copy of the facility use agreement, along with any conditions or stipulations, will be signed by the event organizer and a member of the Board of Directors.
  - g. The Secretary or Communications Director will advise Club members of the event and any ring closures via e-mail through the BHA Club account.
  - h. The Director of Lessons and Clinics will advise instructors of any ring or arena closures and whether this will interfere with their teaching times.
3. Facilities Costs and Fees:
  - a. The Board will determine reasonable fees for the event.
  - b. Fees will be determined based on the facilities required and the length of the event. Additional fees may be required if special preparation is required from the BHA, such as harrowing the surface, assistance for set up or take down and the use of BHA

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- owned tables, chairs, etc.
- c. Payment of fees is to be made to the BHA within 30 days of completion of the event.

## Supporting Documents

- 1) Related BHA Policy
  - a) Finance - Payment Policy

## Review Schedule

<b>Policy Adopted:</b>	MARCH 28 2022
<b>Policy Owner:</b>	Vice President
<b>Next Review Scheduled:</b>	APRIL 2023

## Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial version posted on BHA website