

**GUIDELINES FOR USE OF
HALIFAX COUNTY 4-H HORSE AND LIVESTOCK COMPLEX
54 Dog Pound Road, Halifax, NC 27839**

**NC Cooperative Extension Service--Halifax Office
PO Box 37, Halifax, NC 27839
Phone: (252) 583-5161**

The Halifax County 4-H Horse and Livestock Complex in Halifax, NC was constructed with the primary purpose of hosting agricultural, educational, and community events that provide a service to the residents of Halifax County. The Complex consists of two (2) outdoor arenas, twelve (12) RV Hookup locations including electricity and water, a restroom facility, concession stand, a sixteen (16) stall barn, and several miles of wooded, marked trails.

The Complex may be used at no charge by the governing board of Halifax County and/or heads of municipalities located within Halifax County. Tax-exempt, non-profit organizations, supported by the Commissioners, may also use the facility at no charge when sponsoring the associated event. Individuals or groups that believe they are applicable for this consideration must notify the Halifax County Cooperative Extension Office in writing with their application. Upon receipt and acceptance of this notice, the individual or group will be given further instructions.

The Cooperative Extension Service, the County Extension Director or his/her designee, will schedule the facilities for all groups.

All groups requesting use of the Complex must complete and/or sign:

- 1. Application for Use of Halifax County 4-H Horse/Livestock Complex**
- 2. Complex Facilities Request Form**
- 3. Equipment Request Form**
- 4. Stalls and/or RV Hookups Request Form**
- 5. COVID-19 Adherence Rules Agreement**

Individuals or groups interested in just Stall or RV Hookup rental must only complete:

- 1. Application for Use of Halifax County 4-H Horse/Livestock Complex Stalls and/or RV Hookups**

The ONLY form that may be completed via phone is the APPLICATION FOR USE OF HALIFAX COUNTY 4-H HORSE/LIVESTOCK COMPLEX STALLS AND/OR RV HOOKUPS Form.

Please mail or fax completed application(s) with payment and security deposit to:

**Halifax County Cooperative Extension
PO Box 37
Halifax, NC 27839
Fax: (252) 583-1683**

The appropriate rental fee(s), in a check made payable to "Halifax County Cooperative Extension," must accompany your application(s). **A separate security deposit for 20% of total rental fee MUST also accompany the application(s). This security deposit will be fully refunded to renter as long as all grounds and facilities are left as specified within these guidelines.** For Stall and/or RV Hookup reservations made over the phone, space will be "temporarily held" until payment is received or for four (4) business days. Upon receiving payment, the reservation will become permanent. If payment is not received in this timeframe, the space will be opened up for other patrons.

1. The rental agreement only secures the specific Complex facilities requested. Bathroom access is included in all rentals except RV Hookups.
2. Rental fees for individuals, private firms, community clubs, and organizations will be as follows:

Complex Rental

- a. \$125 per day for use of the Arenas and/or Trails
- b. \$100 per day for use of the Concession Stand
- c. \$15 per day/\$25 per two days for each Stall or \$240 per day/\$400 per two days for all sixteen stalls
- d. \$15 per day/\$25 per two days for each RV Hookup or \$180 per day/\$300 per two days for all twelve RV Hookups
- e. \$500.00 per day for use of all facilities listed above
- f. \$250.00 per day for non-equine related events

Toilet paper, paper towels, hand soap, garbage bags, and shavings/bedding for stalls *must be provided by user/renter*. Six 55 gallon trash cans will be provided for use on the grounds.

3. Large signs, banners, posters, decorations, etc. may only be attached to the walls or other hard surfaces in the Complex by non permanent methods (i.e. taping, tying, etc.). Nails, screws, and anything else that would leave marks or holes in the facility will NOT be permitted.
4. The renter must furnish all serving dishes and other equipment not provided through the EQUIPMENT REQUEST FORM (see page 6).
5. The person requesting the facilities is responsible for the timely payment, safekeeping, and appropriate use of those facilities. Damages, replacement costs, and/or unpaid fees at the close of the event will be charged to this renter.
6. Absolutely no alcoholic beverages are allowed. This includes beer, wine, or liquor of any kind. Use of illegal drugs is strictly prohibited. Halifax County policy does not allow firearms on the property.
7. RENTER IS RESPONSIBLE FOR HIS/HER OWN EVENT SET-UP AND TEAR-DOWN.
8. All garbage cans should be emptied and garbage disposed of at end of rental period. A dumpster is provided for event trash disposal and is located past the Lower Arena's tree line, next to the 4-H Rural Life Center.
9. There are several miles of marked wooded trails available for public use within the complex. All rules listed within these guidelines apply during trail use as well and must be followed.
10. Renter must sweep the Bathroom and Concession Stand floors if rented. A broom and a pan will be available. Renter should leave the bathroom and concession stand in condition as found at arrival and secure/lock the building(s) before leaving the Complex.
11. Stalls used should be cleaned thoroughly. Bedding and muck should be placed in disposal bin behind barn.
12. Failure to adhere to the guidelines detailed herein may result in denial of future use of the facility.
13. Halifax County Cooperative Extension reserves the right to deny use of the facility for any event.

14. Reservations for events will not be booked less than 15 (fifteen) business days in advance. Tentative dates for events may be held one calendar year in advance but will not be confirmed until one hundred eighty (180) calendar days ahead. No revisions to the rental agreement may be made within seven (7) days of the event date.

15. Check In and Check Out will be Monday through Friday, from 9 AM - 4 PM the first and last days of the event, respectively. Additional check in and check out days/Saturdays/Sundays will need to be requested in writing and then approved by the Livestock Agent.

16. All renters will be considerate of noise levels of speaker systems and neighboring houses. **ALL SOUND SYSTEMS MUST BE TURNED OFF BY 10PM – NO EXCEPTIONS** or deposit will be forfeited and renter will lose right of rental in the future.

17. Halifax County assumes NO LIABILITY for personal injury to any human or animal on the premises. The County of Halifax will not assume any responsibility for the behavior or the safety of groups using these facilities. The organization or group using the buildings and facilities, including, but not limited to the trails, arena, and any other part of the property owned by the County of Halifax, must assume this responsibility. Halifax County will not be responsible for items lost or damaged before, during, or following the use of the buildings or facilities, any damage to any property in the parking lot or any other area of the Halifax County 4-H Horse/Livestock Complex grounds.

18. **Equine Activity Liability: Under North Carolina Law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting exclusively from the inherent risks of equine activities. Chapter 99E of the North Carolina Statutes.**

The NC Cooperative Extension Service—Halifax Office is pleased to assist you in your event needs by offering the use of these facilities. We take pride in our facilities and hope you will adhere to these guidelines so we may continue to make the facility available for use. The Cooperative Extension Service is responsible for reserving the Complex and we ask that you please let the Halifax County Operations Department know of any building and/or maintenance needs by calling (252) 583-2761.

Please email or mail ONLY PAGES 5-9 for reserving the COMPLEX facilities.

HALIFAX COUNTY 4-H HORSE & LIVESTOCK COMPLEX FACILITY CHECKLIST

It is our goal to keep the cost of this facility as affordable as possible. We do not have a grounds manager or clean-up crew and rely on the help of our renters to leave the facility as they found it to be able to maintain low rental fees.

At the conclusion of your rental the following must be completed:

- ALL trash cans emptied, cans turned over, and trash removed from grounds
- Bathrooms cleaned and swept with trash removed
- Kitchen cleaned and swept with trash removed
- Announcer's microphone unplugged and left in registration booth
- Registration booth locked upon departure
- All equipment used for your event returned to where it was borrowed from

Report any immediate major issues with water or electric to Halifax County Operations Department at (252) 583-1991 and request assistance from County Operations.

Report any minor problems or issues to the office at (252) 583-5161.

Thank you for your support and have a successful event!
Halifax County Cooperative Extension

**APPLICATION FOR USE OF
HALIFAX COUNTY 4-H HORSE AND LIVESTOCK COMPLEX
54 Dog Pound Road, Halifax, NC 27839**

**All mail to: Halifax County Cooperative Extension
PO Box 37, Halifax, NC 27839
Phone: (252) 583-5161**

The COMPLEX FACILITIES RESERVATION, EQUIPMENT REQUEST and APPLICATION FOR USE OF HALIFAX COUNTY 4-H HORSE AND LIVESTOCK COMPLEX STALLS AND/OR RV HOOKUPS Forms **MUST be submitted with this completed application at time of request.**

Organization making request: _____

Nature/Name of Activity: _____

Address: _____

Event Contact Person: _____

Telephone: _____ (home) _____ (business)

Date(s) Requested: _____ (1st choice) _____ (2nd choice)

Estimated number of people attending: _____

I have read and understand the guidelines, for using the Halifax County 4-H Horse and Livestock Complex. I also understand that any changes will be made at least one (1) week prior to the event date. The payment of rental fees and security deposit are to accompany this application. If the use is denied, all monies will be refunded. I will comply with the rules and guidelines for using the Halifax County 4-H Horse and Livestock Complex.

Renter: _____ Date: _____

Signature

Approved by: _____ Date: _____

Halifax County Extension Director

Please note that the Cooperative Extension Service is responsible for the scheduling of the Halifax County 4-H Horse and Livestock Complex. The Complex will be checked during and after the event to assure it is being properly used as reserved and left in proper order. Failure to do so could prevent your usage of the facility in the future. Please be sure to check restrooms and to secure the building(s) before you leave, if applicable. Thank you!

COMPLEX FACILITIES REQUEST FORM
HALIFAX COUNTY 4-H HORSE AND LIVESTOCK COMPLEX
(please complete in full)

Charge:

- Riding areas – upper & lower arenas and/or trails \$125/day _____
- Concession Stand _____ # days @ \$100/day _____
- Stalls (page 7) _____ # stalls @\$15/day
or _____ # stalls @ \$25/2 days
or _____ # days for all 16 stalls @ \$240/day
or _____ # days for all 16 stalls @ \$400/2 days _____
- RV Hookups (page 7) _____ # spaces @\$15/day
or _____ # spaces @ \$25/2 days
or _____ # days for all 12 spaces @ \$240/day
or _____ # days for all 12 spaces @ \$400/2 days _____
- Full Facility _____ # days @ \$500/day _____
Full Weekend Rate/\$850 _____
- Non-Equine related Event Rentals _____ # days @ \$250/day _____
- Total Facility Charges:** _____

20% Security Deposit REQUIRED: _____

Make checks payable to: Halifax County
Mail checks to: Halifax County Cooperative Extension, Attention: County Extension Director
P.O. Box 37, Halifax, NC 27839

**EQUIPMENT REQUEST FORM
HALIFAX COUNTY 4-H HORSE AND LIVESTOCK COMPLEX**

As the Individual or Organization requesting the use of the Halifax County 4-H Horse and Livestock Complex facilities, _____

Name of Individual/Organization

agrees that the renter as listed is responsible for providing all event equipment, supervision, programs, food and any other services needed, apart from those requested on the checklist below. The above named renter is familiar with the Halifax County 4-H Horse/Livestock Complex, found it adequate for the intended use, and is aware of the type of supervision the renter must provide for participants. This party also agrees that the renter will be responsible for cleaning up after completion of the event, will leave the Complex and its equipment provided as it was found, and will abide by posted safety rules and procedures. In addition, the responsibility for the event's first aid, insurance, and other health care is ultimately that of the renting party.

Please select the following to be supplied by NC Cooperative Extension:

- No Equipment Required**
- Sound System
- Barrels (3)
- Cross Poles (6)
- Bending Poles (6)
- Orange Cones (8)
- Jump Standards (3 sets) and Rails (6)
- Folding Table (1)
- Folding Chairs (2)

Person in Charge: _____

Date of Event (s): _____

**This page MUST be submitted with the APPLICATION FOR USE OF HALIFAX COUNTY
4-H HORSE AND LIVESTOCK COMPLEX Form**

**STALLS AND/OR RV HOOKUPS
HALIFAX COUNTY 4-H HORSE AND LIVESTOCK COMPLEX**

No Stalls or RV Hookups are required.

Person In Charge: _____

Address: _____

Telephone: _____ (home) _____
(mobile)

Date(s) Requested: _____

Number of Stalls: _____ Number of RV Hookups: _____

Total Rental Fee Due: _____ 20% Security Deposit Due: _____

I HAVE READ AND UNDERSTAND THE GUIDELINES FOR USING THE HALIFAX COUNTY 4-H HORSE AND LIVESTOCK COMPLEX. THE RENTAL FEE AND SECURITY DEPOSIT ARE TO ACCOMPANY THIS APPLICATION. IF THE USE IS DENIED, ALL MONIES WILL BE REFUNDED. I WILL COMPLY WITH THE RULES AND GUIDE- LINES FOR USING THE HALIFAX COUNTY 4-H HORSE/LIVESTOCK COMPLEX.

Renter: _____ Date: _____
Signature

Approved by: _____ Date: _____
Halifax County Extension Director

Make checks payable to: Halifax County
Mail checks to: Halifax County Cooperative Extension.
Attention: County Extension Director
P.O. Box 37, Halifax, NC 27839

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4-H HORSE AND LIVESTOCK COMPLEX Form.**

RECOMMENDED ITEMS TO BRING FOR EVENT

Concession Stand:

- Cooking utensils/pots & pans
- Serving utensils
- Condiments
- Paper goods (towels, napkins, plates, cups etc . . .)
- Propane tank for gas grill if using
- Ice chests (do have *small* frig/freezer)
- Dish washing detergent & rags
- Fans suggested if hot

Bathrooms:

- Toilet paper – recommend 8 rolls for women's & 4 for men's per day
- Paper towels – recommend 6 rolls for women's & 3 for men's per day
- Hand Soap

Trash Bags (55 gallon bags):

- 1 can in concession
- 1 can in each bathroom
- 1 can by registration booth
- 1 can on barn side of ring
- 2 cans by concession stand
(trash cans need to be monitored during event and bags need to be collected and hauled away at end of day)