
OUTDOOR ARENAS

STANDARDS OF OPERATIONS FOR OUTDOOR ARENAS:

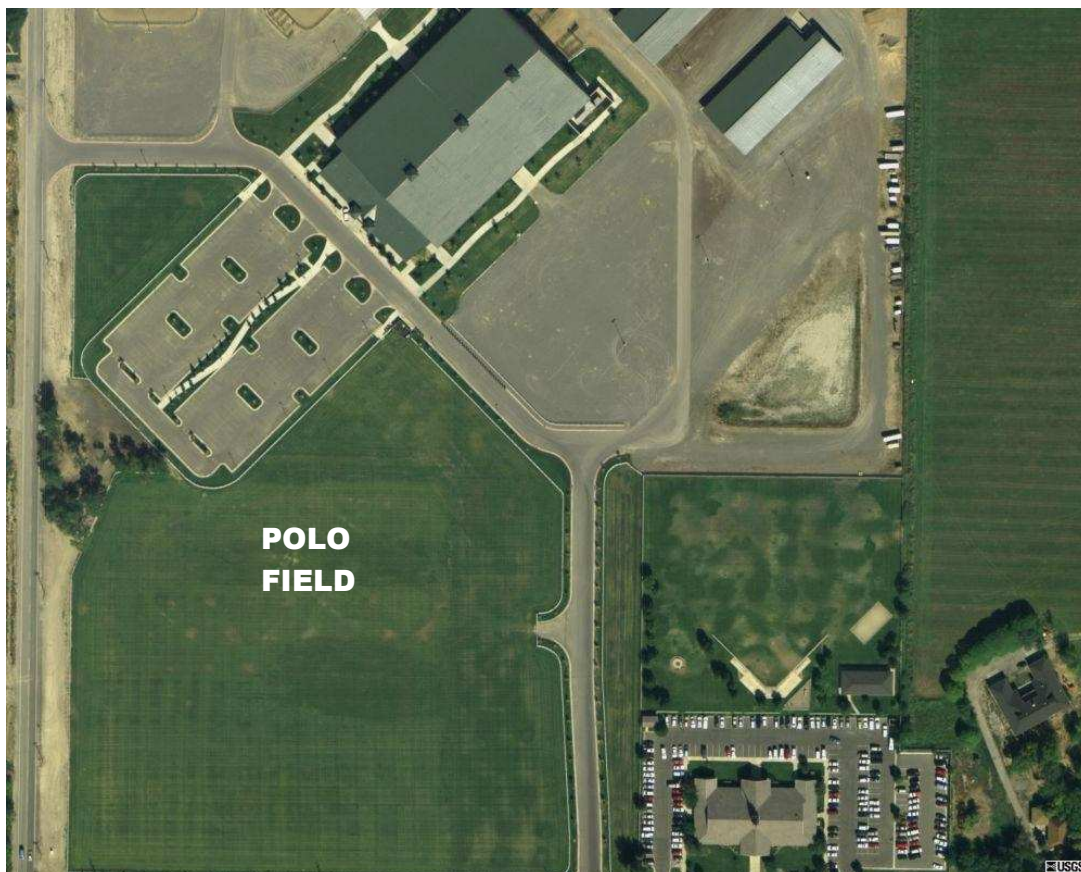
- Put down water and work with a tractor and implement each of the 5 outdoor arenas – Daily, weather permitting
- Inspect crows nests, panels, livestock chutes, bleachers and gates for needed repairs – Daily, weather permitting
- Open up crows nests for summer use – once a year
- Shut down crows nest for the winter – once a year
- Grade and/or level out arenas – as needed
- Resurface arenas – as needed
- Weed control in and around arenas
- Check passes of users during open ride times – Daily, weather permitting
- Prep arenas as needed for shows or others who have rented them including but not limited to:
 - Removing/replacing panels as per show requirements
 - Assist shows with set-up and tear down
 - Coordinate with show managers as to needs including waters and works of the arenas
 - Schedule and complete waters and workings of the arenas per show needs
 - Assist with sound requirements for the shows
 - Provide garbage cans and remove garbage cans – Daily during the show
 - Monitor rented arenas to ensure proper use by shows
 - Enforce county and park policies pertaining to ride passes, alcohol, tobacco, dogs, etc.
 - Provide limited security and assist with proper security measures
 - Assist shows with emergencies per park policy
 - Generate show bill and collect money
 - Provide show stalls if needed (see Show Prep on pages 5-7)



POLO FIELD

STANDARDS OF OPERATION FOR THE POLO FIELD:

- Mow, trim and edge polo field – Weekly, weather permitting
- Inspect white vinyl fence – Weekly
- Monitor grass needs such as water, fertilizer and weed management - Weekly
- Prepare field for shows including but not limited to:
 - Assist shows with set-up and tear down
 - Assist with sound requirements for the shows
 - Coordinate with show managers as to needs including watering schedule for the grass
 - Provide garbage cans and remove garbage cans – Daily during the show
 - Monitor rented areas to ensure proper use by shows
 - Enforce county and park policies especially pertaining to ride passes, alcohol, tobacco, dogs, etc.
 - Provide limited security and assist with proper security measures
 - Assist shows with emergencies per park policy
 - Generate show bill and collect money
 - Provide show stalls if needed (see Show Prep on pages 5-7)



GENERAL GROUNDS MAINTENANCE

The following are Standard Operating Procedures for general ground maintenance at the park. Some items may seem redundant; however we have a wide variety of stalls, paddocks, runs, trees, grass areas, etc and the operating procedures do vary from show needs to general needs.

- Mow, trim, edge all grass areas – Weekly, weather permitting
- Inspect white vinyl fence – Weekly
- Monitor grass needs such as water, fertilizer and weed management – Weekly
- Monitor health of all trees, bushes and shrubs - Monthly
- Edge around tree rings – Once a month, weather permitting
- Weed Control including but not limited to:
 - Weed flower beds – as needed
 - Weed around fenced areas, stalls, trailer parking, shavings bins, walkers, etc. – as needed
 - Apply weed control products and chemicals to weed infested areas – as needed
- Clean out manure bins – twice a week or as needed
- Distribute and empty garbage cans throughout the park – 3 times a week
- Grade and level shed rows, dirt roadways, etc. – as needed
- Grade park to assist with drainage – as needed
- Grade parking lots – 3 times a year or as needed
- Distribute compost pile to patrons – Daily or as needed
- Put down water and work with a tractor and implement the round pens – Weekly or as needed
- Assist boarders with cleaning out the paddocks and runs – Once a year or as needed
- Cleanout curbs and gutters – as needed
- Put water down and work with a tractor or implement – as needed
- Paint curbing, parking lots, etc.
- Sprays down and maintains all asphalt roadways
- Maintain and clean shop and equipment compounds – as needed

LONG TERM BOARDING STALLS

The Salt Lake County Equestrian Park has 287 stalls available for long-term boarding on a month to month basis. All of our boarding stalls are self-care meaning the boarders are responsible for all of the cleaning, feeding, watering and exercising of their animals. This section will deal with the standard operation procedures for the long term stalls. The park also has 306 show stalls; those stalls were addressed in the show prep section on pages 5-7.

- Rent stalls to citizens – as needed
- Rent additional amenities to boarders such as tack rooms, shavings bins, hay storage, paddocks, runs and trailer parking. – as needed
- Verify contracts of what patrons have rented – as needed
- Bill, collect money and account for all rentable units in the park – monthly
- Perform a stall inventory, walking through and checking each stall, paddock, run, shavings bin, tack room and hay storage for occupancy, health of animal, maintenance issues, security, etc – Once a week
- Enforce county and park policies especially pertaining to ride passes, alcohol, tobacco, dogs, etc. – as needed
- Providing riding passes for boarders
- Inspecting and changing lights in the barns and shed rows – as needed
- Inspect and repair breezeways, shed rows, barn structures, doors, hydrants, etc. – Once a week
- Provide limited security and assist with proper security measures
- Assist shows with emergencies per park policy
- Assist boarders in understanding park policies and procedures
- Prepare stalls for rental including but not limited to:
 - Inspecting and repairing stall doors
 - Inspecting and repairing stall floors with dirt
 - Inspecting and repairing stall mats
 - Locking and unlocking stalls as needed

MAP AND LAYOUT OF LONGTERM BOARDING STALLS



100 Barn
24 Stalls
12 Tack Rooms

200 Barn
24 Stalls

300 Barn
24 Stalls

400 Barn
28 Stalls

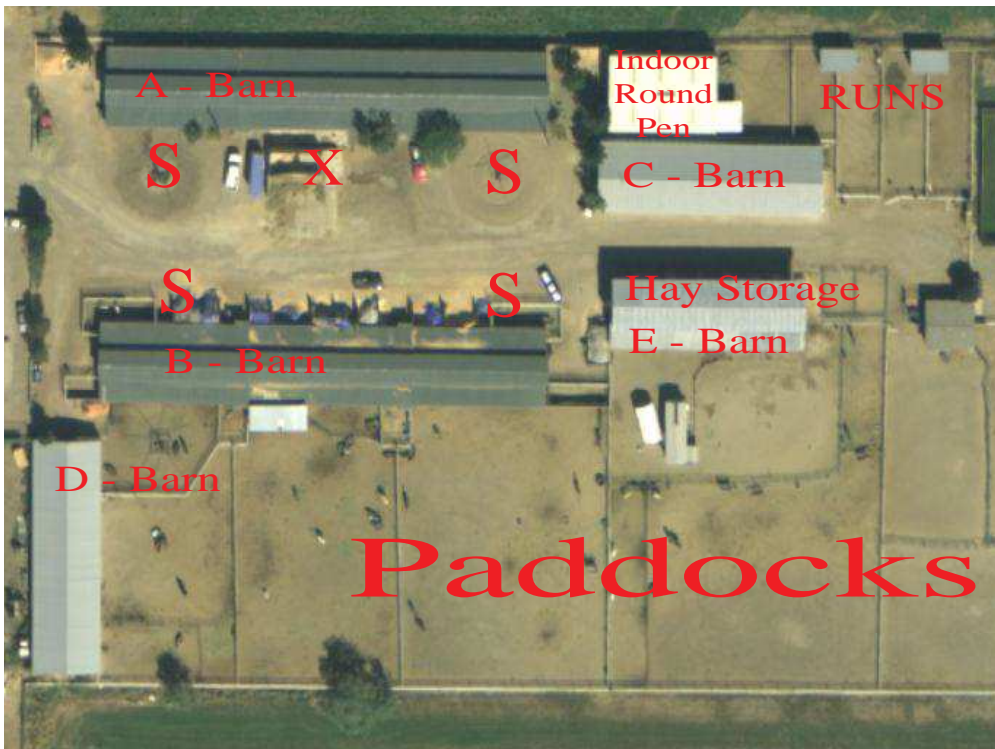
500 Barn
28 Stalls

600 Barn
28 Stalls

X - Manure Bins

S - Shavings Bins

W - Horse Walkers



A Barn
40 Stalls
4 Tack Rooms

B Barn
40 Stalls
4 Tack Rooms

D Barn
20 Stalls

C Barn
20 Stalls

6 Paddocks

5 Runs

RENTABLE BUILDINGS

The Salt Lake County Equestrian Park has two buildings that are for rent to the public. This section deals with the standard operating procedures concerning the two rentable buildings.

SHERIFF POSSE BUILDING:

Is approximately 3000 square foot building with a meeting hall, bathrooms and a kitchen

- Rent building to citizens – as needed
- Collect cleaning deposit and evaluate cleanliness of building after each event per the contract
- Bill, collect money and account for all rentals in the building – as needed
- Enforce county and park policies pertaining to ride passes, alcohol, tobacco, dogs, etc. – as needed
- Janitorial Responsibilities including but not limited to:
 - Trash pick-up throughout the building and parking lot – Daily
 - Emptying all trash receptacles both inside and outside of the building – Daily
 - Wash and disinfect restrooms – Daily
 - Restock paper products and soap in restrooms – Daily
 - Perform preventative maintenance inspection on bathroom facilities – Daily
 - Sweep and mop all floors – Daily
 - Clean, sweep and mop kitchen facility
- Coordinate with the office on reservations and time to have the building locked and unlocked

TRACK OFFICE:

Is approximately 2500 square foot building with a meeting room and restroom

- Rent building to citizens – as needed
- Collect cleaning deposit and evaluate cleanliness of building after each event per the contract
- Bill, collect money and account for all rentals in the building – as needed
- Enforce county and park policies pertaining to ride passes, alcohol, tobacco, dogs, etc. – as needed
- Janitorial Responsibilities including but not limited to:
 - Trash pick-up throughout the building and parking lot – Daily
 - Emptying all trash receptacles both inside and outside of the building – Daily
 - Wash and disinfect restrooms – Daily
 - Restock paper products and soap in restrooms – Daily
 - Perform preventative maintenance inspection on bathroom facilities – Daily
 - Sweep and mop all floors – Daily
- Coordinate with the office on reservations and time to have the building locked and unlocked

CONCESSIONS

The Salt Lake County Equestrian Park maintains and operates a concession stand and a concession trailer. They are generally open for the needs of the shows and their patrons as well as operating the concessions trailer for race days. Also the concession staff assists with judges lunches, entertainment food, etc. during the Salt Lake County Fair.

STANDARD OPERATING PROCEDURES FOR A REGULAR CONCESSION SHIFT:

- Count money boxes and start-up Sportsman
- Pre-cook food
- Prepare and serve food
- Take payments
- Restock food and supplies as necessary
- Clean stand
- Store Food
- Close till and drop deposit in safe

STANDARD OPERATING PROCEDURES FOR A RACE DAY IN THE SNACK TRAILER:

- Relocate food and equipment to trailer
- Count money boxes and start-up funds
- Pre-cook food
- Prepare and serve food
- Take payments
- Restock food and supplies as necessary
- Clean stand
- Store Food properly
- Close till and drop deposit in safe

STANDARD OPERATING PROCEDURES FOR CONCESSIONS MANAGER:

- Order food and supplies
- Coordinate with shows to plan daily specials as shows need
- Coordinate with office for proper start up money denominations
- Conduct inventory
- Schedule staff
- Revenue/Expenditure/Budget Evaluations
- Make sure staff understands and is following all County Policies and Procedures pertaining to cash handling and food handling

STANDARD OPERATING PROCEDURES CONCESSION STAFF DURING COUNTY FAIR:

- Coordinate with fair staff to plan, implement and execute judges luncheons food for entertainers
- Prepare luncheons for the judges and entertainers
- Assist with set-up and tear down of tables and chairs for judges luncheons and entertainment food
- Order, retrieve and serve catered meals for entertainment
- Follow the requests for food per the entertainers riders

EQUIPMENT

The Salt Lake County Equestrian Park has a variety of vehicles, tractors, implements and utility vehicles. Although Standards of Operating will vary with each vehicle, the following is generic list of responsibilities:

- Fuel and check motor oil and hydraulic oil of tractors – Daily
- Grease and inspect implements – Daily depending on use
- Preventative maintenance check of vehicles, tractors and implements
- Track mileage and or hours of operation so that we can schedule oil changes, air filter changes, etc.
- Consult with Public Works and parks department to troubleshoot and fix and broken equipment
- Inventory all vehicles
- Properly winterize and store vehicles as required