Policy for Use of the Livestock Instructional Arena
Revised November 08, 2013

The primary purpose of the Livestock Instructional Arena (LIA) is to provide the facilities and environment for superior educational programs for the Animal and Dairy Science Department (ADS) of the College of Agricultural and Environment Sciences. This facility is designed to serve a wide range of departmental activities, many of which involve the use of live animals and hands-on instruction of undergraduate students, Georgia’s 4-H/FFA, and adult agricultural education. The use of the LIA is limited to instructional and outreach activities of the College of Agricultural and Environmental Sciences, to Georgia affiliated Livestock Associations/Organizations, and to 4-H and FFA. Other organizations may gain use with prior authorization.

The following policies regulate the use of the LIA.

1. Use of the LIA is primarily intended for undergraduate instruction. Priority will be given to the instructors of the ADS. Non-university events must be authorized through the ADS Department, the College of Agricultural and Environmental Sciences or the University of Georgia. Such requests must be submitted to the Contacts listed below for approval. The LIA coordinator will act as liaison to the Animal Science Department, provide access to renters, and evaluate clean-up of the facility. Reservation request form must be submitted by email, mailed, or faxed to LIA coordinator. If form is not provided then it can be located at http://www.ads.uga.edu/extension/index.html.

2. ADS retains the right to grant or deny rental requests to any organization.

3. Organizations/persons responsible for events that include livestock from outside the ADS must obtain permission from the State Veterinarian prior to such events and must provide a copy of this permit to the LIA coordinator. A negative coggins test must accompany each horse. Health certificates must accompany any animals from out of state.

4. Organizations/persons using the facility will be solely responsible for their livestock during the event including receiving, feeding, watering and all other care.

5. Livestock from non-university groups will not be received more than two days prior to an event. Livestock will be removed no longer than one day past the end of the event.

6. Organizations are required to utilize outside food services or foods prepared elsewhere. The intent of the kitchen is for food distribution. Selling of glass-bottled drinks and cooking is prohibited. Please refer to the UGA’s policy on alcohol and drugs at http://drugpol.uga.edu/.

7. No RV hookups are provided. Overnight stays are only allowed in self-sufficient units and only during an event or by permission of the LIA coordinator.

8. Animal bedding must be provided by the organization/person using the LIA.

9. Speed limit of motorized vehicles not to exceed 15 mph. No dogs and/or pets allowed on the arena grounds at any time with the exception of service animals.
10. **The reservation form must be submitted to the LIA coordinator prior to any event being placed on the Arena Calendar.** All university clubs and non-university organizations must submit a $300.00 reservation deposit 30 days prior to an event in order to confirm a reservation. The LIA reserves the right to retain the reservation deposit if facility inspection reveals damage or the lack of cleanliness. If the event is cancelled and the renter fails to contact the LIA coordinator 14 days or more prior to the event, the LIA may retain the $300.00 deposit. All rental fees need to be paid at least 14 days prior to the start of an event with the exception of intra university use.

11. Set-up and takedown of tables, panels and equipment are the responsibility of the organization/ person using the LIA. Additional charges at $20/hour with a 4 hour minimum will apply for setup, event maintenance or cleanup if needed. Hourly labor charges will be paid immediately following the completion of the event.

**Clean up Check List**

*** In order to obtain reservation deposit after the completion of the event, please observe and complete the following:

- All tables, chairs, or other items obtained from storage rooms or inside the building need to be placed back where they were found.

- All P.A. equipment belonging to the Arena needs to be returned to the LIA coordinator or a designated area.

- All livestock or horse housing area/stalls/tie outs need to be thoroughly cleaned as soon as possible after the completion of the event.

- The kitchen counter, other kitchen surfaces, and dish wares need to be cleaned up. The trash needs to be removed from the building and placed in the dumpster. The floor needs to be mopped.

- Any spills or marks left on the floor, walls, or classroom tables need to be cleaned.

- All concrete surfaces underneath arena need to be swept immediately following the completion of the event.

- Any manure needs to be picked up from the parking lots and the drive around arena and put in the manure bin.

- Wash racks should be cleaned and washed down.
- All trash collected in cans or any trash on the grounds needs to be picked up and put in the dumpster.

**** If your event did not use a certain area of the facility (example: the kitchen or classroom) then it does not require cleaning.

12. The University of Georgia supports animal well-being and care. Please refer to the Animal Welfare Act (http://awic.nal.usda.gov/government-and-professional-resources/federal-laws/animal-welfare-act). Any animal welfare issues will be evaluated by the University’s Animal Care and Use Committee. **The LIA reserves the right to void any contract with no refund if any animal welfare issue is determined.**

13. All events and meetings regardless of size must be scheduled on the arena calendar. Please see arena calendar at: [www.ads.uga.edu](http://www.ads.uga.edu) then click on the News & Events link on the left under Animal & Dairy Science then click on the link for ADS Calendar of Events for calendar

14. Email/mail request for use of the LIA should be directed to:

**Main Contact**
Valerie Christopher  
Animal & Dairy Science Dept.  
Rhodes Center  
University of Georgia  
425 River Road  
Athens, GA 30602  
706/542-1852

**Secondary Contact**
Alexander Abrams  
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abrams@uga.edu