

Policy for Use of the Livestock Instructional Arena

Revised January 30, 2009

The 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 of the College of Agricultural and Environmental 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 and Agricultural Education youth and adult education participants. The use of the LIA is limited to instructional and outreach activities of the College of Agricultural and Environmental Sciences, to non-university sponsored educational events through Georgia livestock associations and to 4-H and FFA.

The following regulation regulates 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 co-sponsored by the ADS Department, the College of Agricultural and Environmental Sciences or the University of Georgia. Such requests must be submitted to the **Department Contacts**. The department contact person must be a member of the ADS faculty or staff. The department contact person will provide access to renters, attend the event requested, and evaluate clean up of the facility. **Request form must be submitted by email or mail to the ADS contact person. Form available at <http://www.ads.uga.edu/extension/index.html>**
2. Groups/persons sponsoring events that include livestock outside the ADS will be responsible for obtaining permission from the State Veterinarian prior to such events and must provide a copy of this permit to the Departmental Contact Person.
3. All requests for use of the facility will be scheduled through the office of the LIA coordinator.
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 and will be removed the day of the event.
6. Food services are limited to catered meals and foods prepared elsewhere. Selling of glass-bottled drinks and cooking is prohibited. **Alcoholic beverages are not allowed at any youth activities.**
7. Overnight camping in the area of the LIA will not be permitted.
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 anytime.**

- 10. The reservation form is available online and must be submitted to the department contact prior to any event being placed on the Arena Calendar. All university clubs and non-university organizations must submit a \$300.00 cleaning deposit thirty days prior to an event to confirm reservation. The LIA has the right to withhold all or part of the cleaning deposit if clean is not performed or not acceptable with the Departmental contact person. If the event is cancelled and the renter fails to contact the Departmental contact person 14 days or more prior to the event, the LIA may retain the \$300.00 cleaning deposit. All rental fees need to be paid 7 days prior to the start of an event.**
- 11. Set-up and takedown of tables, panels and equipment are the responsibility of the organization/ person using the LIA. Additional charges at \$15/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 Departmental Repetitive 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 moped.
- 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. All events and meetings regardless of size must be scheduled on the arena calendar. Please see arena calendar at: www.calsnet.net/liauga
13. Email/mail request for use of the LIA should be directed to :

Jary Douglas Email: jaryd@uga.edu or Jennifer Oates Email: joates@uga.edu
 UGA Dept. Animal & Dairy Science 706/542-2581 (o)
 425 River Road
 Athens, GA 30602
 706/583-8921 (o)
 706/583-0500 (f)

Fee Schedule

<u>Facility</u>	<u>Fee/Day</u>
Indoor Arena (125 x 80ft) (325 seats)	\$300
Covered Arena (125 x 225ft)	\$300
Classroom (max: 60 seats)	\$50
Kitchen	\$50
Horse Stalls (max: 22)	\$20
Cattle Pens (max: 70)	\$15
Empty Bays	\$100 per bay

Extension/FFA (Flat Rate)

Youth events: judging, quiz bowl, etc.	\$300
ADS and Extension Meetings	N/C