



York County Department of Parks and Recreation

Administrative Headquarters: 400 Mundis Race Road, York, PA 17406-9721

Phone: 717-840-7440
Fax: 717-840-7403
E-mail: parks@yorkcountypa.gov
Website: www.yorkcountyparks.org

Nixon County Park Nature Center
5922 Nixon Drive
York, Pa 17403-9677
717-428-1961

2019 SPRING VALLEY COUNTY PARK ANIMAL ACTIVITY AREA RENTAL INFORMATIONAL PACKET

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SUBJECT TO CHANGE WITHOUT NOTICE

Reservations and Information
York County Parks ADM. HQTRS.
Mon.-Fri. 8:30 A.M.—4:30 P.M.
Closed daily 12:30 pm—1:00 pm
717.840.7440
Email: parks@yorkcountypa.gov

PROPERTY QUESTIONS OR (After Hours)
ONSITE MEETINGS
Barry Myers, Supt. Buildings & Grounds
717.840.7230 (Office + Cell)
Blmyers@yorkcountypa.gov (email)

Criteria for Confirmation of Reservation Permit

SPRING VALLEY ANIMAL ACTIVITY AREA

1. All groups using the facilities are required to register, pay a rental fee, sign a permit, adhere to rules and regulations and provide a proof of insurance to the York County Parks, where applicable. The **Confirmation of Reservation Permit** informs maintenance and park rangers of the event and event needs.
2. Rental fees are charged for use of rings, equipment, and park area depending on purpose of (see fee schedule, attached) and which must be noted on the **Confirmation of Reservation Permit**.
3. Reservations may be made one year in advance. The rental deposit must be paid at time of reservation or within two weeks, or be subject to cancellation. This security deposit will be refunded only if the area is left in good condition by the determination of Park personnel. (equipment in proper place, equipment not broken, area free of litter and manure). Rental fee/deposit will be forfeited if cancellation occurs within 30 days of event. Appropriate fees will be deducted for repair or maintenance time to clean up the area. The Security Deposit is a separate payment than the rental fee.
4. RESPONSIBLE ADULT SUPERVISION IS REQUIRED AT ALL TIMES.
5. Certificate of Insurance (if applicable) must be received at least 30 days prior to the scheduled event. **The Certificate of Insurance must list the County of York as additionally insured and addressed as: 400 Mundis Race Road, York, PA 17406.**
6. All equipment must be returned to its designated area after each event according to the inventory list posted inside the storage area door. This list is attached. Jumps must never be lifted over the ring fences, but must be brought through the access gates. Ring #1 Judges Stand (underneath) contains Show Jumps and must be used in Ring #1. Ring #2 Judges Stand (underneath) contains Trail/Gaming equipment and can be used in Ring #2.
7. All ring gates (including pedestrian gate), are to be closed and all litter cleaned up by the renter. Electric and water must be turned off and secured after the event by Parks maintenance and/or Park Ranger. All ring gates will be locked, as well.
8. All manure, hay and straw must be cleared from the area and removed from the premises by participants or the manure can be spread out over the grass area. **Remember "Take nothing but memories, leave nothing but footprints."**
9. No glass containers are allowed in the area. Including @ food stands.
10. Absolutely **no horses** allowed in the wooded pavilion area, spectator area, ring banks, refreshment stand or judge's stands. A spectator area must be roped off according to the enclosed map to prevent injury to spectators. This area is marked with split rail fencing along the boundaries.
11. Horses may not be tied to trees.
12. Parking is not allowed along the narrow paved driveway entrance to the park.
13. Correct safety attire must be worn by participants at all times. Riders using jumps must wear protective headgear. The horse and rider must be capable of jumping the various obstacles, prior to this type of activity, and granted approval by the event organizer

14. Permission to sell goods/items must be obtained from the Parks Adm. Hqtrs. Before the an event, the organizer and/or vendor must pay a vendor fee. Contact the Park Adm. Hqtrs. for details.
15. **PUBLIC ANNOUNCEMENTS ARE REQUIRED DURING THE EVENT.** The show announcer, during the event, must make the public aware of the criteria listed from #8 to #13. Users of the facility may be required to leave the grounds if they do not comply.
16. York County Parks notifies the general public through local newspapers and invites the public to all activities within all York County Parks.
17. Any group requiring adjustments to the ring footing must notify Parks Adm. Hqtrs. 30 days prior to the event. This includes harrowing, disking...etc.
18. The parking areas in the Animal Activity Area are reserved just for organizers discretion. Trail users not involved with the event can not use the facility. Event organizers are responsible for postings at trail entrances to keep the other park users from using the facility (during event). Consideration must be given for a spectator parking area away from the horse trailers. The spectator area is within the split rail fence between ring #2 and the Concession stand.
19. York County Park Rangers enforce all Park rules and regulations, as determined by County Ordinances set forth by the County of York.
20. York County Parks encourages event organizers to provide suitable first aid response, including the availability of an ambulance or EMT on site at all times.
21. Volunteer opportunities exist for your clubs, neighbors and/or friends to participate in activities such as painting, building, landscaping, and repairing equipment @ the Animal Activities Area. Contact the Adm. Hqtrs if interested
22. Event organizer are to report any broken gates, jumps, etc., to the York County Parks Adm. Hqtrs. immediately.
23. York County groups or individuals who have previously reserved the area are given preference the following year or next event, when applications are timely.
24. If inclement weather occurs, and your event is cancelled by the organizer, please call the York County Parks Adm. Hqtrs. to reschedule within the same year or request a refund.
25. ****If the trails in Spring Valley County Park are closed, all jumping trails outside of the 3 rings are also closed to horseback riding, with the exception of rental of the Animal Activity Area, and those associated with the rental event.
26. All accidents occurring during the lease must be reported to Adm. Hqtrs.

In Case of Emergency:

York County Parks Administrative Headquarters
Monday—Friday 8:30 AM To 4:30 PM 717.840.7440
After Hours Contact: 911 (request for a Park Ranger).

Trail Ride Criteria

SPRING VALLEY ANIMAL ACTIVITY AREA

Groups (more than 10 horseback riders) desiring to use the facilities at the Animal Activity Area of Spring Valley Park shall use the following procedures for their activity. This Animal Activity Area is the large mowed grass area adjoining fields, rings, shelters and obstacle course referred to as Spring Valley Animal Activity Area.

The event organizer shall contact the York County Parks Administrative Headquarters to reserve a date. Within the next two weeks, completion of the Parks **Confirmation of Reservation Permit**, payment for use of pavilion (if applicable), and a schedule of the event is required, to confirm the date. It is important to list the times (from and to) for your event.

There is minimum fee of \$65.00 for use of the parking facilities and the three restrooms (one restroom is handicap accessible). This fee includes the use of Porcupine Pavilion (includes electric and non-potable water) and must be paid at reservation time.

Maintenance and Park Rangers have copies of **Confirmation of Reservation Permits**. The Park Rangers unlock the front gate along Crest Road at a designated time and lock-up at dusk. List the actual times of event and any set-up times. All other Spring Valley facilities in this area remain locked unless specified on the **Confirmation of Reservation Permit**.

Groups using this facility for trail rides must comply with the guidelines for other equestrian events. See attachment of contract criteria for **Confirmation of Reservation Permit**.

In order to provide safe and enjoyable trail ride activities, group leaders are to provide specific guidelines for those attending the event. Such as:

- *A designated leader & "tail-end" rider.
- *No passing or disregarding group leaders instructions
- *No running past slower riders
- *Stay off planted fields and private property
- *Location of a First Aid kit and cell phone
- *Educate rider on expected behavior
- *Clean up manure from parking area
- *Adhere to all York County Parks Rules and Regulations

These guidelines have been provided so that everyone attending the trail rides will have a safe and enjoyable experience. Your support is greatly appreciated.

NOTE: At time of reservation, an alternative trail route must be established in the event trail conditions do not permit the ride on the reserved date. The alternate route would be roadways and maintenance rds throughout the park.

In the event of inclement weather (rain), please call the Park's Adm. Hqtrs. (717-840-7440) to clarify trail conditions or follow us on twitter @yorkcountyparks or Facebook for current trail conditions. Park Rangers determine the opening/closing of trails. Signage is posted in all County Parks. This is essential in maintaining good trail conditions.

Overnight Equestrian/General Camping Policy

Purpose of Camping Policy

The Camping Policy was implemented to provide the best possible facilities /experiences for park visitors, and to provide “exclusive use” of the Animal Activity Area.

General Camping Regulations

All groups requesting use of Animal Activity Area at Spring Valley County Park for camping must use the following procedures for their activity:

The event organizer shall contact the Park’s Adm. Hqtrs. to request a tentative date. Within the next two weeks a schedule of the event is required listing activities, number of participants, and dates & times of arrival & departure. The Parks Director shall approve or disapprove requests based on other park usage and/or if the activity is an acceptable usage of the Animal Activity Area.

The York County Parks’ Adm. Hqtrs. must be notified at (717) 840-7440 of any intent to build a campfire. A campfire can be constructed in the main gravel parking lot or another site as approved by the Parks Director. If a campfire is approved, it is the Campers responsibility to notify Springfield Township (717) 428-1413 and County Control (911) before the event.

Groups requesting camping privileges must provide York County Parks with a certificate of liability insurance with a minimum coverage of \$1,000,000 naming the County of York as additionally insured. This certification must be provided to the York County Parks, at the time of payment.

Tents/Horse Trailer camping is limited to designated area (Field B) (See map on page 10). Campers can arrive on site after 1:00 p.m. and must vacate the area by 10:00 a.m. on the date of departure.

Nighttime use of the trails requires a **Special Use & Activity Permit**. Trails are closed to biking and horseback riding during wet conditions. Call the Parks @ (717) 840-7440 for up-to-date trail conditions or follow us on twitter @yorkcountyparks.

A nominal fee of \$65.00 for every 25 participants, per night. This includes electric (@ pavilion only), water (April 15 – October 15), and use of the Porcupine pavilion. Payment must be received within two weeks of confirmation of reservation.

Cancellations

Weather cancellations are fully refundable **if** the event can not be rescheduled in the same year.

Camping for Horseback Riders Regulations

Horse groups requesting to use the rings must pay the rental fees stipulated within the Animal Activity Area Fee Schedule. The practice ring will not be open for use, unless ring 1 or 2 is rented.

--The camping area must be restored to its original condition.

--Horses must not be tied directly to trees. A high-line, 7’ in height, may be used for tying or picketing horses. (A highline is defined as a rope or line stretched between two uprights, which could be two trailers, electric poles or trees.) However, a Tree Saver must be used if tying lines to trees, in order to prevent damage to the tree and/or its root system. A tree saver may be old fire hose, flat ratchet straps or a rope girth, fastened around the tree trunk over which the high-line rope will be stretched. Horses must be tethered no closer than 15 feet

--Horse Trailer Parking is in Field B. (see Animal Activity Area map)

--Manure must be raked thinly in field area, not left in piles.

***Approved and adopted by the York County Advisory Board of Parks and Recreation 9/28/04**

RING 1—<u>SHOW JUMPS</u> EQUIPMENT INVENTORY LIST
--

THESE HORSE JUMPS ARE FOR USE IN RING 1 ONLY AND NOT REMOVED FROM SPRING VALLEY ANIMAL ACTIVITY AREA.
JUMPS ARE STORED IN LOWER PORTION OF JUDGES STAND.

Please return the jumps you use to their correct hanging or standing position in this building. Please take care of them
and report to the Parks Adm. Hqtrs. 717.840.7440 any breakage, loss or improper use.

6 pair	Green and white wing standards
2 pair	Rustic (Redwood) standards
1 pair	Coops (2' x 2' - 5'9" sections) Rustic
*1	Riviera gate— 2' x 6" x 12' White
*2	2' x 12' Rustic gates
*1	2' x 12' Double "X" gate, white
*1	2' x 12' Paddock gate, white
1 pair	Wishing well standards
1 pair	Flower boxes (2 sections— 18"x 5'9") to be used with the wishing well
1 pair	Brush boxes (2-18" x 5'9" sections) white
2 pair	Turf tops, green (for use in adding height to boxes & walls or as ground lines)
4 pair	4" Ground line flower boxes, white
*15	White 12' octagonal rails (one of these is striped, to go with the wishing well)
*4	Rustic 12' rails
**20 pair	Jump cups (15 pr. Regular-for use with rails/5 pr. Shallow-for use with gates, panels & planks)
***	<u>10 rails of various lengths—stacked on the floor, under the hanging gates—suggest that they be used where additional ground lines are needed; for practice jumps; course markers; spares.</u>
*** 1 pair	Yellow and brown road barrier panels
*** 1 pair	Picket gate
2 pair	White upright jump standards, to be used for practice jumps

* Gates and rails have a designated hanging place on the rack provided.

** Jump cups must be kept in the bin or crate provided. Put pins back through the cups for storage. All cups should be removed from the jumps and stored in the bin at finish of use. Do not throw the cups into the bin. Handle reasonably to save chipping and breakage. Report any pins off cup or missing.

*** From older or previous jump collection.

RING 2- GAMING/TRAIL JUMPS EQUIPMENT INVENTORY LIST

THESE HORSE JUMPS ARE FOR USE RING 2 ; NOT TO BE REMOVED FROM THIS AREA. JUMPS ARE STORED IN LOWER PORTION OF JUDGES STAND.

Please return all jumps to their correct hanging or standing position in this building. Help take care of them and report to the Park's Adm. Hqtrs. 717.840.7440 any breakage, loss or improper use.

2 ea.	Small unpainted wooden stands with metal caps
3 pair	(6 pcs.) Upright jump standards, no wings (painted white)
4 pair	(8 pcs.) Upright jump standards with wings (painted white)
1	2 pc. Wooden bridge– old (painted white)
1	Wooden bridge (with 4 pc. 6"x6" natural wood)
1	Mailbox (metal) panted white on wooden painted pole and base
1	Mailbox (wood) on stand painted green and white
6	Large orange traffic cones
1	Small orange traffic cone
10	12' Assorted jump rails (painted white and green)
18	Jump cups with pins
3	60 Gal. Blue poly sealed barrels
1	12' Side pass stand (cavelletti)
1	Large wooden painted stop sign "WHOA
4	6' Unpainted ground rails
8	8' Unpainted ground rails
8	Plastic buckets filled with concrete (could be used for pole bending– with 8
8	white poles)
1	Leaf metal hand rake
1	Lawn metal hand rake

** Jump cups must be kept in the bin or crate provided. Put pins back through the cups for storage.

— All cups should be removed from the jumps and stored in the bin at finish of use.

—Do not throw the cups into the bin.

—Handle reasonably to save chipping and breakage.

—Report any pins off cup or missing.

CROSS COUNTRY OBSTACLE COURSE

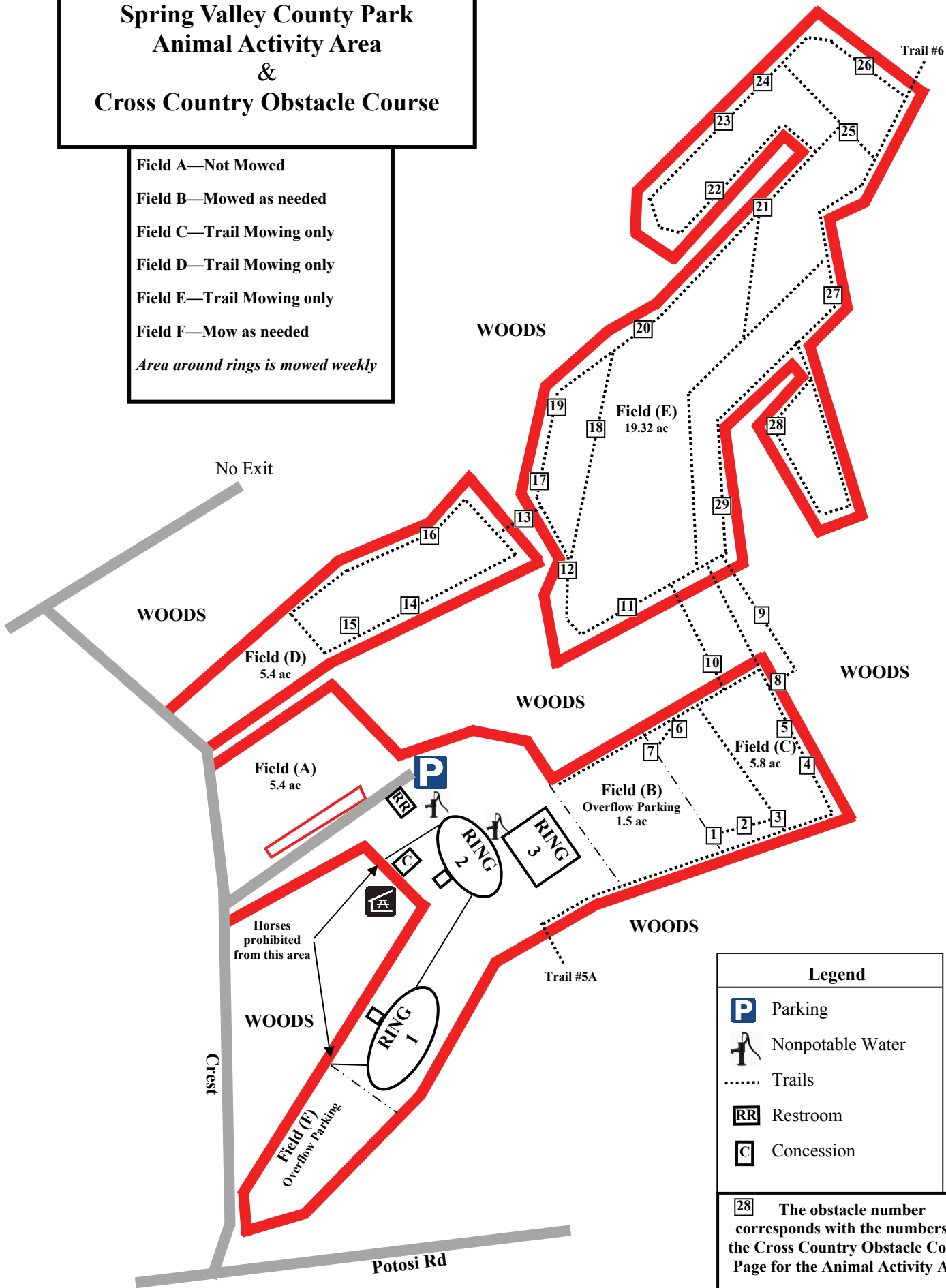
SPRING VALLEY ANIMAL ACTIVITY AREA

The number to the left corresponds with numbers on the Spring Valley Animal Activity Area Map next to each jump.

1. Garden Gates- 3 Levels
2. Low Stacked Timbers
3. Low Fence between Trees
4. Plastic Pipe
5. Helsinki- (Step Jump)
6. Low stacked Timbers
7. Cedar Tree Oxer
8. Low Logs Going Into Woods
9. Rustic Wall with Log in Woods
10. Stone Wall in Woods- Pole on Top
11. Masonry Jump
12. Low Log Jump
13. Picture Frame Drop
14. Shark's tooth
15. Carriage Driving Obstacles (Pipes)
16. 4 Rail Fence Jump
17. Carriage Driving Obstacles (Pen)
18. Telephone Pole Jump
19. Railroad Tie Jump
20. Snake Fence
21. Pole Paddock
22. Timber Stack
23. X- Rails
24. Corn Crib
25. Pit in Ground
26. Double Fence
27. Hog Back Oxer
28. Carriage Driving Obstacles (White Fencing)
29. Cord of Wood Pile

Spring Valley County Park Animal Activity Area & Cross Country Obstacle Course

Field A—Not Mowed
 Field B—Mowed as needed
 Field C—Trail Mowing only
 Field D—Trail Mowing only
 Field E—Trail Mowing only
 Field F—Mow as needed
Area around rings is mowed weekly



Legend	
	Parking
	Nonpotable Water
	Trails
	Restroom
	Concession

[28] The obstacle number corresponds with the numbers on the Cross Country Obstacle Course Page for the Animal Activity Area

FEE SCHEDULE—SPRING VALLEY ANIMAL ACTIVITY AREA

Dollars Per Day Unless Noted	FEES
Ring #1– Regulation size 150’ x 300’ (irrigation equipped) A,B,C,D,I,J	\$150
Ring #2– Smaller size 120’ x 235’ (irrigation equipped) A,B,C,D,H,I,J	\$100
Combination Ring #1 & #2 A,B,C,D,J	\$200
Ring #3– Rectangular 90’ x 140’ Schooling Area (Practice Area)	N/C
Equipment Rental– Jumps set up & taken down by renter. Ring jumps, trail obstacles, gymkhana. C	\$30– Ring #1 \$15– Ring #2
Competitive Clinic (No Rings) Obstacle Course Endurance/Competitive Trail/Hunter Pace/Hunter A,C,E	\$125
Educational Clinic (Ring #2) (Non-Profit Clubs/Org.) A,C,E Or Individual Rental C	\$50
Pavilion Rental (porcupine) A Picnic Use Only (approx. 100 People)	\$65 weekends \$35 weekdays
To request a day to set up	\$40
Animal Activity Area Parking Lot Usage (Parking Lot only) (No usage of rings, pavilion, concession or judges stands)	\$65

- A.) Water and electric included. Water is turned off mid– October to mid– April each year.
- B.) Secretary stand and food stand included.
- C.) Insurance certificate due with reservation application. You must list County of York as additionally insured.
- D.) \$100.00 Refundable security deposit (separate check) due within two weeks of making reservations.
- E.) \$50.00 Refundable security deposit (separate check) and insurance certificate due within two weeks of making reservations.
- I.) Irrigation available upon request. Park Maintenance or Rangers can assist– No fee charged.
- J.) Rings harrowed prior to event by Parks at 3-4” deep , unless instructed by renter otherwise. (Events only)

(Full payment for any show or event is due 30 days before the reservation date.)

TERMS: Deposit due within two weeks of completion of confirmation of reservation permit—Net payment due 30 days before event: subject to change without notice. SPRING VALLEY ANIMAL AREA– RANGER UNLOCKS GATES AT A DESIGNATED TIME AND RELOCKS AT DUSK PER RESERVATION PERMIT.

FACILITY CHECKLIST AND INVOICE
Please check the facilities needed

	Office Use Please check the facilities needed	Only	
	Ring #1		\$ _____
	Ring #2		\$ _____
	Combo Ring 1 & 2		\$ _____
	Rings Harrowed 3''-4'' Deep (events only)		\$ _____ NC _____
	Ring #3 (When used with rings 1 and/or 2)		\$ _____ NC _____
	Competitive Clinic		\$ _____
	Educational Clinic (#2)		\$ _____
	Individual Use (#2)		\$ _____
	Security Deposit \$50/\$100 (Separate Payment)		\$ _____
	Equipment		\$ _____
	Water/Electric		\$ _____ NC _____
	Porcupine Pavilion		\$ _____
	Cross Country Obstacle Course (Animal Activity Area)		\$ _____
	Extra Toilets		\$ _____
	Insurance Certificate		\$ _____ NA _____
	Field A (Only Trails Mowed)		\$ _____ NC _____
	Field B (Mowed as requested)		\$ _____ NC _____
	Field C (Only Trails Mowed)		\$ _____ NC _____
	Field D (Only Trails Mowed)		\$ _____ NC _____
	Field E (Only Trails Mowed)		\$ _____ NC _____
	Field F (Only Trails Mowed)		\$ _____ NC _____
	Field G (Mowed as Requested)		\$ _____ NC _____
	Set up for event (see p. 13 for more info.)		\$ _____
	Rain Date for Event (see p. 13 for more info.)		\$ _____
	Total		\$ _____

Special Requests (i.e. Field mowing, facilities): _____

If you would like to meet with Barry Myers, Superintendent of Building and Grounds before the event call 717-840-7230

Please provide at least two (2) week notice prior to your event for special requests. Special requests require park management approval and subject to additional fees.

TOTAL AMOUNTS: \$ _____ PAYABLE TO "YORK COUNTY PARKS"
VISA, DISCOVER, MASTERCARD, CHECK OR CASH

RETURN THIS PAGE TO: York County Parks, 400 Mundis Race Road, York, PA 17406-9721.
Email: Parks@yorkcountypa.gov

Reservation Application— Page 1

SPRING VALLEY ANIMAL ACTIVITY AREA

Name of Group/Resident Using Facility _____

Date and Times of Your Event _____

Person Applying _____ (email) _____

Applicants Phone Number _____ (cell) _____

Applicants Address _____

Person Responsible for Activity _____ (email) _____

Responsible Person's Phone # _____ (cell) _____

Responsible Person's Address _____

Number of People Anticipated for this Event _____

Type of Event _____

Name of Event _____

Open Gates/Facilities _____ AM/PM

Close Gates/Facilities _____ PM

Do You need time to set up? _____ Date: _____ Time: _____

To Reserve an day for set up or Rain Date will cost \$40.00

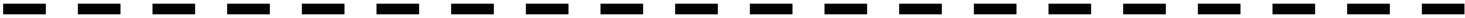
NOTE: Please forward to Parks the following: Schedule of Events (including dates and times) and prize list, as well as a program.

**PLEASE RETURN THIS & NEXT PAGE TO:
York County Parks
400 Mundis Race Road
York, PA 17406-9721
Email: parks@yorkcountypa.gov**

Reservation Application—Page 2

I, (print name) _____ the applicant, do agree to abide to the contract rules for the Confirmation of Reservation Permit and the information herein, which I have received a carefully read. I understand the financial penalties which could be incurred if the facility is not maintained as requested. I agree to pay the refundable security deposit within two weeks of reserving the facility and the net payment at least 30 days prior to this scheduled event, in addition to providing the proof of insurance. I understand that the rental fee will be forfeited if cancellation occurs within the 30 days prior to this event.

Signature of Renter _____



FOR OFFICE USE ONLY (ATTACH ALL CORRESPONDENCE WITH THIS FORM)

Total Rental Fee Due (See attached fee schedule): \$ _____

Total Paid (Cash, Check, Credit Card: \$ _____

Signature (Parks): _____ Date: _____

Certificate of Insurance/Date Received: _____
(List County of York as additionally insured)

Signature (Parks): _____

Security Deposit Due (Date): _____ (Separate Payment)

Security Deposit Paid (Date): _____ (Separate Payment)

Signature (Parks): _____

PLEASE RETURN PAGE 1 & 2 TO:	York County Parks 400 Mundis Race Road, York PA 17406-9721 Email: parks@yorkcountypa.gov
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