



**DEPARTMENT OF THE NAVY**

COMMANDING OFFICER  
NAVAL AIR STATION LEMOORE  
700 AVENGER AVENUE  
LEMOORE CA 93246-5001

IN REPLY REFER TO:

NASLEMINST 1710.16E  
N921  
28 DEC 2021

NAS LEMOORE INSTRUCTION 1710.16E

From: Commanding Officer, Naval Air Station Lemoore

Subj: POLICIES GOVERNING THE MECHEM PARK EQUESTRIAN CENTER  
STABLES, NAVAL AIR STATION LEMOORE

Ref: (a) CNICINST 1710.3 of 14 June 13

Encl: (1) The Mechem Park Equestrian Center Stables Horse Data Sheet  
(2) Horse Boarding/Pasture Space Rental Agreement  
(3) Mechem park Equestrian Center Vehicle/Trailer Information Form  
(4) Special Power of Attorney  
(5) Naval Air Station Lemoore Morale, Welfare, and Recreation Release of Liability Agreement

1. Purpose. To establish controls, policies, and procedures governing the operation of the Naval Air Station (NAS) Lemoore Stables, hereinafter referred to as "Mechem Park Equestrian Center" (MPEC) or the "Stables," as set forth in reference (a). Enclosures (1) through (5) are required forms for the stables.

2. Cancellation. NASLEMINST 1710.16D

3. Scope. This instruction applies to all personnel who use the Mechem Park Equestrian Center stables, and has the following aims and goals:

- a. To provide recreational facilities, equipment, and services.
- b. To conduct recreational and social activities (horse shows, play days, trail rides, etc.) approved through the NAS Lemoore Commanding Officer (CO) and the Fleet and Family Readiness (FFR) Director.
- c. To stimulate interest in equine activities and to promote good horsemanship, sportsmanship, and safety in family and team recreational activities.
- d. To classify and establish the Mechem Park Equestrian Center Stables operation as a special interest group/program under the FFR/Morale Welfare and Recreation (MWR) umbrella as defined in reference (a). All previously issued instructions and by-laws are cancelled. The

MPEC shall operate on a not-for-profit basis and will not receive additional funding from the NAS Lemoore MWR/FFR Non-Appropriated Fund (NAF) Department.

#### 4. Responsibilities

a. Commanding Officer. The NAS Lemoore CO provides the location to operate the MPEC and retains overall control of the NAS Lemoore FFR Department.

b. Fleet and Family Readiness (FFR). The FFR Director shall be responsible for general oversight of the MPEC and shall ensure that this instruction is disseminated to applicable personnel and adhered to. The FFR Director shall ensure that the grounds and constructed facilities are maintained, by the club members, in accordance with NAS Lemoore guidance and standards.

c. Executive Committee. The Executive Committee (EC) is comprised of officers elected by club members. These officers are the President, Vice President, Secretary/Treasurer. If club membership drops below eight members, the FFR Director may appoint a facility manager from the club until membership numbers allow an election process.

(1) President. The President is responsible for the overall operation, administrative and safety functions of the stables. The President shall be responsible for drafting and publishing Standard Operating Procedures (SOPs) regarding the general day-to-day operation of the stables. All SOPs shall comply with current NAS Lemoore instructions and be endorsed by the FFR Director. The President shall ensure all members are aware of and comply with all published instructions, rules and SOPs. The President shall resolve member grievances, disputes and manages any disciplinary actions that should be required. The President shall function as a signatory of the club's bank account. The President shall submit a quarterly report/brief to the FFR Department. This report shall include current membership statistics, fee compliance, financial status, major rule infractions, eviction recommendations, and any other information or issues that may require the attention of the FFR Director or CO.

(2) Vice President. In the absence of the President, the Vice President shall assume all responsibilities of the President. The Vice President shall be responsible for all general duties and responsibilities as delineated in the club SOPs including but not limited to:

(a) Adherence of required quarantine procedures.

(b) Ensuring each member has required health certificates and vaccinations for the animals registered.

(c) New member orientation.

(d) Pasture and property inspections.

(e) Safety adherence.

(f) Assist the Secretary/Treasurer as required.

(3) Secretary/Treasurer

- (a) Maintain all required administrative records including meeting notes.
- (b) Ensure all applicable regulations are current and posted.
- (c) Maintain current member files, ensuring all files contain enclosures (1) through (5).
- (d) Ensure all files have animal health records.
- (e) Generate any reports that may be requested by the club President.
- (f) Function as a signatory of the club's bank account.
- (g) Collect and control all required membership fees, monthly use fees, and other fees as required.
- (h) Deposit all funds into the club bank account.
- (i) Report all delinquencies to the President.
- (j) Balance the bank accounts with the monthly statements.
- (k) Maintain records of all expenditures.
- (l) Generate a monthly financial statement and forward a copy to the FFR Director.
- (m) Ensure records are available for audit purposes at all times.

5. Procedures

a. Voting Procedures. Elections for new officers shall be conducted each November and selectees shall assume their respective positions in January for a term of one year. Members who know prior to the election they cannot complete a full term of office due to PCS move or other known circumstances, are not eligible for election to the EC. In the event of a resignation or short notice departure of an elected officer, the club shall elect a replacement officer within 30 days via a special election. Officers resigning are not eligible for any office in the special election immediately following their resignation, but may run again for any office the next November general election. It is the responsibility of the President to coordinate all elections. For officer elections, the following applies:

- (1) A nomination sheet will be posted at the stables for five days prior to the election. All nominees must be active boarding club members in good standing. Any member wishing to decline a nomination may do so prior to the election.

(2) Members are considered in good standing and able to fully participate in elections immediately upon joining the MPEC and the first fees are paid. Only members in good standing are permitted to vote.

(3) Each member/family unit may cast only one ballot per office. Members must vote, on site at the designated election meeting, or by email not later than the designated meeting date. The President will publish the election date when nomination sheets are posted.

(4) A simple majority vote shall constitute a win. In case of a tie vote, the top vote-getters will participate in a runoff election.

(5) For issues affecting the majority of the membership, the President is responsible for scheduling a club meeting, outlining the issues, and conducting a vote. A quorum of 70 percent of all voting members is required to conduct a vote. A simple majority vote of the quorum will determine/resolve the issue.

b. Patron Eligibility

(1) Due to the number of horse stables, 70 percent of the available horse spaces at the MPEC shall be dedicated to active duty personnel and their eligible family members, and 30 percent of the available horse spaces (NTE four pastures) may be made available to other eligible patrons. In accordance with reference (a), the following is the approved priority of eligible patrons:

(a) Priority A: Active duty personnel and their eligible family members stationed at NAS Lemoore and its tenant activities.

(b) Priority B: Military retirees and Department of Defense civilians and their eligible family members attached to NAS Lemoore and its tenant activities.

(2) The CO reserves the right to limit the membership of the MPEC to only NAS Lemoore active duty personnel at any time.

(3) Contract personnel, military personnel that have permanently been assigned to another station, and retired personnel that do not reside within the local area are not authorized the use of this facility. The local area is defined as within a 25 mile radius of NAS Lemoore.

c. Waiting List Management

(1) The EC will manage the waiting list and assign pastures to new members. The waiting list shall be managed in accordance with the above mentioned patron priority requirements.

(2) In the event of a dispute regarding pasture assignments or waiting list priority, the FFR Director will review the issue and make a final determination for corrective action.

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d. Capacity and Facility Restrictions

(1) The maximum resident horse capacity of the stables is limited to 32 animals. To increase this limit, a written waiver approved by the CO must be obtained. No other non-equine type of animals or livestock may be boarded and/or live on this property at any time, regardless of stall capacity or capability. The maximum authorized number of horses per member or family is two. During low usage times, this limit may be waived in 90 day increments by the FFR Director.

(2) MPEC has 16 established pastures and 1 quarantine pasture. No more than two horses are authorized per pasture. Pastures will not be reconfigured without the expressed approval of the FFR Director.

(3) Any member with more than one horse, desiring a second pasture, should space permit, shall pay an additional pasture fee for the second pasture. See para f(1)(c). If there is a wait list of eligible patrons, then a second pasture will not be authorized and a member will be required to remove the animal from the second pasture. Forfeit of a second pasture will be determined by member seniority in the event that more than one member has a second pasture.

e. Financial Responsibilities.

(1) The MPEC club shall bear full financial responsibility for the construction, maintenance, and support of the land and facilities assigned, including utilities (water, electric and trash), port-a-potties, replanting grass, and basic grounds maintenance. FFR/MWR will not be financially responsible in any way for this club.

(2) Funds collected shall be deposited into the bank account. Money deposited shall be for the sole use of the MPEC. Designated signatories for the bank account are the President and the Treasurer/Secretary.

(3) Club funds shall be used to operate and maintain the facility at a safe and functional level and support any related promotional or community events. Club funds are not to be used for parties, gifts, or projects (other than directly related to the stables) outside the realm of normal day to day operations. The use of funds for special projects requires a vote and written approval of the FFR Director. All vote approvals shall be noted in meeting minutes.

(4) As a special interest program under the MWR Department, the MPEC shall be subject to financial and operational audits on a regular basis. The Treasurer shall ensure records are available for audit review upon request by either the FFR Department or the Installation Inspector General Department. If the Treasurer is not available, the President shall provide the required records and supporting documents.

(5) MPEC members are encouraged to procure liability insurance covering damages and injuries caused by their horses at the MPEC. The CO retains the discretion to require the MPEC to maintain liability insurance covering damages to third parties caused by MPEC activities (commonly called "spectator" insurance or "horse club" insurance). The amount of the insurance

coverage is the sole discretion of the CO. A copy of the current policy will be provided to the FFR Department. Upon renewal, subsequent policy documents will be submitted to the FFR Department. In addition, all personnel utilizing this facility will complete enclosure (5) and retain the original in each members file.

f. Dues/Fees. Enclosures (1) through (5) must be completed and on file with the club secretary prior to a horse moving onto the property.

(1) The following basic fee structure shall be adhered to and is established to ensure the financial solvency of the program:

- (a) A registration fee of \$100 per horse is nonrefundable.
- (b) Monthly fee of \$45 per horse.
- (c) Monthly fee for additional pasture \$30. This fee is in addition to the per horse fee.
- (d) All fees and deposits shall be made via electronic transfer to the MPEC bank account. Checks and cash are not authorized.

(2) All applicable fees are due, in full, within five working days of notification of an available space. Monthly horse and pasture fees may be prorated as follows:

- (a) Space required any date from the 1st to the 15th of the month, \$45. Space required any date from the 16th through 31st of the month, \$22.50.
- (b) All monthly fees are due on the 1st of every calendar month. See enclosure (2) for late fees.

(3) Boarders shall provide two weeks advance written notice to permanently vacate a stall. If proper notice is not provided, prepaid monthly pasture fees will not be refunded. In the event of proper notice to vacate, and provided all other vacating requirements are met, a prorated (by day) refund of monthly pasture fees will be issued.

(4) When a member fails to meet their financial obligation, the Club President shall report such occurrences to the FFR Director. A member that fails to pay their fees for two consecutive months will be recommended for eviction to the CO. Members that are habitually late in paying monthly fees (4<sup>th</sup> occurrence) may also be recommended for eviction. If a member is evicted for non-payment of fees, they shall be excluded from the privilege of future membership.

(5) When a horse is removed temporarily, all applicable monthly fees will continue during its absence. Horses are authorized to be off premises for up to 90 days, without requirement of re-quarantine.

(6) Upon termination of the membership agreement, the member shall leave the space in the same or better condition than it was at the time of the member's initial occupancy.

(7) All fees are subject to change without notice for potential new members. Any change in fees applicable to existing members will require a 30 day written notice to members. The FFR Director may approve fee increases as required to maintain solvency. Fees may not be reduced without the written consent of the CO. Discounts of any kind are not authorized.

(8) As a club operated facility all members have an obligation to maintain the entire property. All members are required to provide six work hours a month and one work day a quarter to ensure the facilities maintained. These requirements are in addition to individual pasture maintenance. The Club President and the EC will ensure that members are provided various task lists for monthly maintenance requirements and ensure those tasks are completed appropriately.

g. Disciplinary Actions.

(1) Any infraction of the regulations or established rules will be documented by the EC and submitted to the FFR Director. The FFR Director will review the issue(s), approve the action, and issue the written warning to the horse owner. A subsequent infraction will result in a three month probation. Members on probation are considered members not in good standing during their probationary period. A third infraction shall result in an eviction recommendation.

(2) If a member wishes to appeal a probationary notice they may do so to the FFR Director, in writing only, within five days of receiving the probation notice. The appeal must contain justification and any supporting documentation available for consideration. The FFR Director will render a determination within ten days and the FFR Director's determination will be final.

(3) The EC shall determine whether eviction is appropriate and recommend such action, in writing, to the CO, via the FFR Director for approval. Only the CO may authorize an eviction.

(4) Members receiving eviction notices have seven days to remove all personal property from the club stables. After that time, any remaining personal property, including animals, shall be considered abandoned. All abandoned property will be sold at auction, or in the case of animals, turned over to animal control authorities. Proceeds, which are non-refundable, shall be deposited in the club bank account.

(5) Members evicted, regardless of the reason, forfeit the privilege of future membership at the MPEC.

h. General Rules and Regulations

(1) Safety of all persons and all animals is paramount and the responsibility of every member. Extreme care shall be taken by each member to ensure safe riding, handling, and

stabling practices are exercised. Members endangering their own safety or the safety of others, or the animals, shall be barred from future use of the stables.

(2) All animals boarded at the MPEC, even on a temporary basis, shall be the legal property of authorized patrons that are club members. The stables are on federal land and shall not be used for any personal financial gain. This includes, but is not limited to: training, lessons, grooming or any temporary care of horses that are not owned by authorized patrons/club members. Proof of ownership shall be provided to the club EC prior to an animal being boarded at the stables. It is the President's responsibility to monitor and enforce this requirement.

(3) The MPEC is an unsupervised facility. Adults must supervise minors under the age of 13 at all times. If a minor (under 18) is actually riding a horse, an adult must be present on the property. All children under the age of 18 are required to wear a helmet and shoes while riding horses. Members and guests with children under the age of 18 are responsible for their children's actions when using the stables. Children are not permitted to play on top of fences, stall panels, or haystacks.

(4) Except in emergencies, no person shall ride, feed, or handle another person's horse without permission of the animal's owner.

(5) Anyone operating motorized equipment on MPEC grounds must have a valid state driver's license.

(6) Garbage, including bulk items, shall be placed in proper trash receptacles and removed from the property by club members.

(7) Horses deemed to have dangerous behaviors, such as kicking, biting, or excessive fighting, thus endangering the safety of riders or other horses, or causing excessive damage to stalls or fences; shall be removed from the stables at the owner's expense. The EC shall determine what constitutes excessive damage or dangerous behavior.

(8) Every person visiting or handling a horse at the stables must complete a NAS Lemoore Release of Liability Agreement form (enclosure 5) before entering. Minors under the age of 18 shall have a NAS Lemoore Release of Liability Agreement form signed by their parent or guardian.

(9) All members, or an adult from each family unit, shall attend at least one monthly club meeting per quarter in order to remain in good standing. This is a club operation and it requires member participation to succeed. Failure to meet this requirement for two quarters may result in grounds for eviction.

i. Facility Use

(1) Associated tack boxes, hoses, wheelbarrows, shelters are club property assigned to pastures. Club members are not allowed to alter their horse's assigned pasture without approval of the EC.



(2) Stalls, pastures, pasture fences, and hay barn areas shall be maintained by the member assigned to that pasture in a manner that is neat and free of all debris. These areas shall be inspected regularly by elected officers, FFR Management, the CO, or various health officials. Any maintenance to these areas that is beyond the member's capability to perform shall be referred to an EC member so assistance may be rendered.

(3) Except for the Main entrance gate, all gates must remain closed and latched at all times.

(4) Prior to constructing any building, moving fence lines, selecting paint colors or changing the property infrastructure in any way, the project must be approved by the EC and submitted to the CO, in writing, via the FFR Director for final written approval prior to execution of the planned work. Individual members may not construct or install any permanent structure or equipment within their respective pasture, stall or storage areas.

(5) The MPEC is currently a herd-setting facility. No temporary structures will be approved or erected, to include new fence lines, to sub-divide existing pastures to separate horses.

(6) The quarantine pasture may be used to temporarily stable animals in order to be able to re-seed, let grass grow or maintain a pasture.

(7) The MPEC is a "self-board" facility. Each member is responsible for the care of their horses. Members are responsible for arranging care and feeding of their horses during any period of absence such as vacation and illness. The name of the person(s) providing temporary care for the members' horses shall be provided to the President, or other designee. If the person is not a member, a NAS Lemoore Release of Liability Agreement form must be completed and given to the Vice President.

(8) Operating a business for individual profit on the grounds is prohibited. Events or services provided by the club as fund raising activities for the club are authorized.

(9) Each member is responsible for keeping their pasture neat, clean and presentable at all times, this includes any assigned personal storage areas. Each member is responsible for watering and protecting the trees within their assigned pasture.

(10) All horse trailers will be parked/stored in designated areas only. The EC, in conjunction with FFR, will designate trailer parking. The storage of campers, boats or non-horse trailers is prohibited.

(11) Members shall be held responsible for all damage caused by their animals, family members, and guests. All damage must be repaired immediately.

(12) Equine professionals such as farriers, veterinarians, horse trainers, riding instructors, etc, are authorized on the property under the supervision of a boarding members to provide

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services requested by the member. The hiring member will be responsible for all fees due respective service providers.

j. Animal Care

(1) All horses will be cared for in a humane manner at all times. Animals must be fed and watered routinely and pastures kept clean, hooves cared for, all vaccinations kept current, and provided any additional medical treatment that an animal may require.

(2) Anyone abusing an animal or failing to properly care for the animal shall be evicted. Abuse includes, but is not limited to: consistent improper feeding, watering, mistreatment, or failure to provide proper medical care or hoof care.

(3) In case of an injured or ill horse, any member may notify the member responsible for the animal. If unable to locate the member, the President or Vice President shall be notified. The officer notified shall contact the individual specified in the Special Power of Attorney, and the veterinarian of record will be called if deemed necessary. All boarding members are required to provide the name, phone number, and address of their veterinarian upon registration. In addition, the member shall set up a prearranged line of credit and/or credit card authorization with their specified veterinarian in the event of an emergency. All medical bills shall be paid by the owner direct to the veterinarian. The club or MWR is not authorized to pre-pay, pay or incur any debt for animal medical bills.

(4) In the event of a horse's death, the President shall be informed, and the member shall be responsible for removing the animal.

(5) All horses must be halter-broken upon arrival. The only exception will be new-born foals.

k. Vaccinations and Animal Health Requirements

(1) All horses boarded at the stables shall undergo an initial 10-day quarantine period in the designated quarantine stalls. 10 days is the appropriate amount of time for any incubated disease to become apparent. A veterinarian must clear horses showing signs of contagious or zoonotic diseases before release from quarantine.

(2) Horses with an existing illness are not permitted onto the MPEC property.

(3) Quarantine equipment shall remain in the quarantine area.

(4) Quarantined horses are not authorized to leave the designated quarantine areas. No horse will be released from quarantine without authorization from the President or other designated elected officer.

(5) All horses must meet the following annual vaccinations and health requirements before stabling, before use of, and before continued boarding at the stables.

(a) Eastern & Western Equine Encephalomyelitis

(b) Influenza

(c) Tetanus

(d) Rhinopneumonitis

(e) Rabies

(f) West Nile Virus

(g) De-worming upon arrival at the stables, or proof of recent worming within the past 90 days, with an Ivermectin product, or negative fecal exam result.

(6) Boarding members administering their own vaccinations must do so in the presence of an elected officer. Needles used to administer vaccinations shall not be disposed of at the stables.

(7) New members shall present a veterinarian certificate or veterinarian receipt with the horse's name stated on the document proving the required vaccinations have been administered.

(8) Horses boarded at the stables are required to be de-wormed at least bi-annually with the following types of products Ivermectin or Strongid/Pyrantel, rotated appropriately, or provide a negative fecal exam result.

(9) Documentation of these vaccinations, the health certificate, and any other document related to the health of the animal must be provided to the club and will be kept in the member's rental file for each animal boarded.

(10) Members shall notify an elected officer when they suspect an animal is ill.

(11) ALL horses must register with the NAS Lemoore Veterinarian, located in building 780 prior to release from quarantine. Proof of all required vaccinations and deworming must be provided to the NASL Vet prior to release from quarantine.

(12) Member horses that leave the base stable facility may return to the property without going through quarantine if they return within 90 days and have not left the state of California. Horses returning are required to be visually inspected by an EC member for any overt signs of illness and verify all vaccines are current prior to being placed into a general pasture.

#### 1. Canine Regulations

(1) Dogs must be under complete and direct supervision and control by the owner at all times.

(2) Dogs that consistently and uncontrollably chase equine animals, or are consistently out of control, will be banned from the stables.

(3) Dogs found to have problem behaviors by a consensus of the elected officers will be banned from the stables.

(4) Any dog bite must be reported to NAS Lemoore Security, and a report completed. All actions required by NAS Lemoore Security must be complied with, including possible quarantine of the animal.

m. Disestablishment. In the event of financial insolvency, catastrophic facility failure, lack of patronage, or any other set of circumstances whereby the CO deems closure the best course of action, the CO may direct the disestablishment of this program. In the event of disestablishment, FFR Department will follow the guidelines set forth in reference (a) for disestablishment and liquidation of assets and liabilities.

n. Miscellaneous. Items or issues not covered within this instruction are the direct responsibility of the Mechem Park Equestrian Center President and will be brought to the attention of the FFR Department.

6. Records Management. Records created as a result of this instruction regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Fleet and Family Readiness Department will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



DOUGLAS M. PETERSON

**Releasability and Distribution:**

This instruction is cleared for public release and is available electronically only via: Commander, Navy Installations Command (CNIC) Global Community Gateway 2.0 (G2) Web site: <https://g2.cnic.navy.mil/naslemooreca/sitePages/Home.aspx>

**THE MECHEM PARK EQUESTRIAN CENTER STABLES  
HORSE DATA SHEET**

OCCUPANCY DATE: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

STALL ASSIGNMENT: \_\_\_\_\_

DESCRIPTION OF ANIMAL: \_\_\_\_\_

NAME: \_\_\_\_\_ BREED: \_\_\_\_\_

SEX: \_\_\_\_\_ AGE: \_\_\_\_\_ COLOR: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

DISTINGUISHING MARKINGS: \_\_\_\_\_

BRAND INSPECTION AVAILABLE: \_\_\_\_\_

VET (Name/Phone) TO CALL IN CASE OF EMERGENCY:

\_\_\_\_\_

IS CREDIT LINE/CREDIT CARD WITH VET ESTABLISHED: YES NO  
(Required by NASLEMINST 1710.16E)

KNOWN MEDICAL OR BEHAVIORAL ISSUES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All vaccinations current: YES NO

Date of Vet Health Certificate: \_\_\_\_\_

Quarantine Dates: \_\_\_\_\_

(Data required by the Privacy Act of 1974: 10 USC 3012. Principal Purpose: To ensure personnel using The Mechem Park Equestrian Center Stables are authorized. Routine Use: Verify eligibility and enforce accountability. Effect on non-disclosure is voluntary, however, if not provided, use of the facility may be denied.)

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**HORSE BOARDING/PASTURE SPACE RENTAL AGREEMENT**

OCCUPANCY DATE: \_\_\_\_\_

NAME OF OWNER (Print): \_\_\_\_\_

NAME OF SPOUSE (Print): \_\_\_\_\_

NAMES/AGES OF MINOR DEPENDENTS USING THIS FACILITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CELL: \_\_\_\_\_ Email: \_\_\_\_\_

COMMAND: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

STATUS: ACTIVE DUTY: \_\_\_\_\_ RETIRED: \_\_\_\_\_ DOD CIV: \_\_\_\_\_

Number of Horses to be boarded: \_\_\_\_\_

Total Monthly Rental Fee: \_\_\_\_\_

Monthly stall rental fees are due in advance, on the first of every month. Payments will be considered late if paid after the 3<sup>RD</sup> of the month. A late fee of \$15.00 plus \$5.00/day for every day the fee is late will be charged after the forth of the month. Checks not accepted. If stall fees remain unpaid by the fifteenth of the month, the member will be subject to an eviction notice.

STORAGE NUMBER: \_\_\_\_\_ PASTURE NUMBERS: \_\_\_\_\_ KEY ISSUED: \_\_\_\_\_

I hereby acknowledge that a copy of the Mechem Park Equestrian Center Rules and Regulations has been provided to me and my family, and I (we) agree to abide by these rules and regulations. Failure to comply with any of the requirements or rules may result in termination of the right to use the facilities.

\_\_\_\_\_  
Renter Signature and Date

\_\_\_\_\_  
Club President Signature and Date

(Data required by the Privacy Act of 1974: 10 USC 3012. Principal Purpose: To ensure personnel using The Mechem Park Equestrian Center Stables are authorized. Routine Use: Verify eligibility and enforce accountability. Effect on non-disclosure is voluntary, however, if not provided, use of the facility may be denied.)

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**Mechem Park Equestrian Center  
VEHICLE/TRAILER INFORMATION FORM**

Space Number \_\_\_\_\_

NAME OF SPONSOR: \_\_\_\_\_

COMMAND: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Email: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HORSE TRAILER:**

Year: \_\_\_\_\_ Make/Model \_\_\_\_\_

Color \_\_\_\_\_ License #: \_\_\_\_\_

Is registration current? Expiration Date: \_\_\_\_\_

Is insurance current? Policy Expiration Date: \_\_\_\_\_

All animal trailers parked on the Mechem park property must maintain current registration and insurance. The Mechem Park Equestrian Center Club, the Fleet and Family Readiness Department, nor the U.S. Navy is responsible for any lost, stolen or damaged trailer or equipment.

\_\_\_\_\_  
Owner (print, sign and date)

**SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, SSN: XXX-XX- \_\_\_\_\_, a legal resident of the State of \_\_\_\_\_, do make, constitute and appoint the President of the Mechem Park Equestrian Center Stables, and/or \_\_\_\_\_, my true and lawful attorney to act specifically in accordance with the instructions set out below, and for this purpose only, and not otherwise, viz:

My said lawful attorney shall have my full permission and consent to authorize all necessary medical treatment for my horse(s) while they are stabled at The Mechem Park Equestrian Center Stables, Naval Air Station Lemoore. I hereby request that my said lawful attorney shall be authorized in my name to arrange for emergency treatment of sick or injured horses by a local veterinarian.

GIVING AND GRANTING unto said attorney full power and authority to do and perform every and all acts, deeds, matters, and things whatsoever, which may be necessary or proper to fully accomplish the purposes therein stated, with the same force and effect to all intents and purposes as though I were personally present and acting for myself.

I HEREBY DECLARE that any act or thing done hereunder, by said attorney, shall be binding on myself, my heirs, my legal and personal representative, and assigns only insofar as they are consistent with the powers granted herein.

I HEREBY RATIFY all that my said attorney shall lawfully do or cause to be done by virtue of these presents. I further reserve the right to revoke this Power of Attorney at any time.

This Power of Attorney shall remain in effect for so long as the horse(s) are so stabled.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this day of \_\_\_\_\_, 20\_\_.

---

SPECIAL POWER OF ATTORNEY



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**Naval Air Station Lemoore  
Morale, Welfare, and Recreation  
RELEASE OF LIABILITY AGREEMENT**

Date: \_\_\_\_\_

I understand and agree that I am voluntarily participating in any activity associated with Mechem Park Stables NAS Lemoore, and that such activities may be dangerous.

Nonetheless, I, \_\_\_\_\_, residing at

\_\_\_\_\_ agree for myself and

\_\_\_\_\_  
Name of minor this agreement is applicable to)

my successors, heirs, and assigns, to indemnify and save and hold harmless the Department of Defense; the Department of the Navy; the United States Navy; Naval Air Station (NAS) Lemoore; and Fleet and Family Readiness Department, as well as all officers, agents, and employees thereof, in both their professional and personal capacities, from and against all losses, damages, claims, liabilities, and causes of action of every kind of character and nature, as well as costs and fees, including reasonable attorney's fees connected therewith, and the expenses of the investigation thereof, based upon or arising from the use of and participation in the Mechem Park Stables NAS Lemoore, or the presence and/or actions of myself, my family members and guests at the Mechem Park Stables, NAS Lemoore.

In the presence of this witness, I have freely and with opportunity to review this agreement, read and executed this agreement, with full knowledge and understanding of its contents and for the purposes and considerations set forth herein this \_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Print full name and date

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Print full name and date