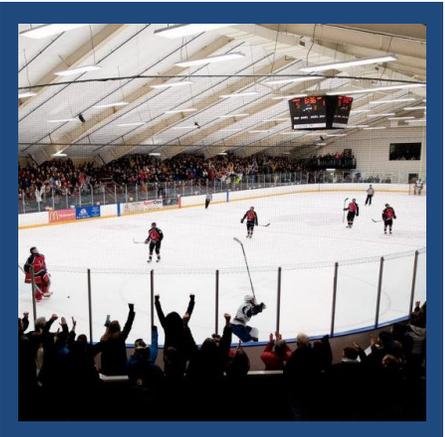
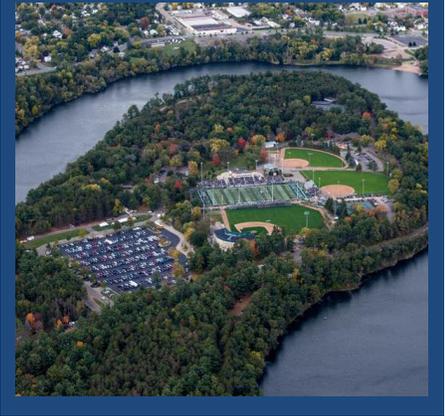


City of Eau Claire

Athletic Facilities Policies & Procedures

Eau Claire Parks, Recreation & Forestry



Updated 7/19
Approved by: Recreation Manager



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RESPONSIBILITIES & CODE OF CONDUCT

RESPONSIBILITIES OF GROUPS AND ORGANIZATIONS

The User is responsible for all members of its group and assuring that all members are abiding by all rules and regulations regarding the use of City of Eau Claire athletic facilities.

- The User and its members shall provide any and all supervision necessary of its activities at City of Eau Claire athletic facilities. This will include supervising activity both on the field and in related facilities such as bleachers, concession stands, rest rooms, locker rooms, and/or other city facilities that have been reserved.
- The User shall be responsible for any and all damage caused by its members and shall pay for all repair or replacement costs.
- The User may not perform any maintenance on city owned property, including parks, athletic fields and playing surfaces, locker rooms, concession stands, or rest rooms without the written consent of the Director of Community Services.
- Any User requiring keys for athletic facilities must complete a security key agreement before keys will be issued. Keys may not be duplicated. There will be a charge for any lost building key.
- Organizations must complete a Special Event application when charging fees or selling concessions at City of Eau Claire athletic facilities.

CODE OF CONDUCT

POLICY

Conduct, sportsmanship, and respect are promoted and communicated to players, coaches, spectators, and officials that attend events conducted at Parks and Recreation facilities and programs. Characteristics of conduct are consistent with the mission and vision of the Division.

PROCEDURES

- Administration is responsible for communicating conduct policies for all events scheduled at Parks and Recreation facilities and activities organized by the department.
- Behaviors not consistent with the Divisions mission, vision, and expectation will result in ejection from the event facility and may result in contacting law enforcement, when necessary.
- Officials are considered primary game managers and have the authority to suspend play, issue warnings, and administer ejections to ensure the environment promotes sportsmanship, respect, and safety.
- Anyone responsible for damage to equipment or facilities will be held accountable for all replacement and repair costs.

PROGRAM DIRECTORS

- Establish a positive environment.
- Emphasize player development and provide code of conduct to coaches, players, spectators, and officials.
- Promote and enforce codes of conduct.
- Evaluate coach and staff performances on the principals of sportsmanship.

PARTICIPANTS

- Treat opponents with respect.
- Exercise self-control.
- Display modesty in victory and graciousness in defeat.
- Accept the judgement of the officials without complaint or unnecessary gestures.
- Congratulate the opponents in a sincere manner following victory or defeat.
- Accept the responsibility and privilege of representing your community.

COACHES

- Instruct players on their responsibilities of sportsmanship.
- Respect the officials' judgement and interpretations of the rules.
- Publicly shake hands with the officials and opposing coaches before and after each contest.
- Be sensitive to explosive situations; remove player(s) and self before problems arise.
- Communicate program goals and objectives to participants, parents, and spectators.
- Develop parent and player relationships, by providing information and communicating
- Expectations consistently

PARENTS / STUDENTS / SPECTATORS

- Respect both players and fans of opposing teams.
- Be a role model! Don't harass or trash talk opponents, coaches, or officials before, during, or after a contest.
- Recognize and support the efforts of coaches, officials, leagues, and administrators.
- Support players with positive actions and encouragement.
- Respect the officials' judgement and interpretation of the rules.
- Accept both victory and defeat with pride and compassion.
- Applaud all participant efforts, win or lose.

OFFICIALS

- Accept your role in an unassuming manner.
- Maintain confidence and poise, controlling the contest from start to finish.
- Never argue with participants, coaches, or spectators when enforcing rules.
- Do your part to promote sportsmanship.
- Be consistent in your approach to every game.
- Be observant of facility and equipment status and communicate safety concerns to Administration.

OUTDOOR ATHLETIC FACILITIES

GENERAL PROCEDURES

SCHEDULING AND MAINTENANCE OF FACILITIES

- Parks, Recreation, and Forestry reserves the right to make final decisions regarding facility assignments and may make changes as deemed necessary in the best interest of the facility.
- Scheduling, maintenance, and field prep for City owned facilities will be performed by City staff.
- Maintenance for fields located on non-City owned property will be managed by the property owner.
- City staff may be contacted to perform initial lining for soccer/football fields at non-City owned facilities. Charges will apply and must be requested by an authorized agent in advance.
- Concession stand operations are managed by Parks, Recreation, and Forestry at Carson Football Stadium, Fairfax Pool, Hobbs Ice Arena, and Soccer Park.

FACILITY FEES & CHARGES

- Facility use charges apply for all reservations.
 - Organizations with an agreement or priority use may receive an invoice at season end or monthly.
 - Organizations without agreements or priority use are required to pay when making the reservation.
- Any fees and/or charges for use of athletic facilities or special services will be due prior to the first scheduled reservation. Major users, as authorized by the Recreation Manager may be invoiced at the end of the season or event. Payment of all invoices is due upon receipt of invoice.
- Fees and/or charges will be credited or refunded for any weather cancellation prior to use made by the user group when they determine the playing conditions to be "unsafe" for their participants, such as lightning and/or severe storms. User groups will be charged if the facility reservation has been prepped/lined, or fences set.
- Any cancellations by the user group (other than weather emergencies) must be made 72 hours in advance. If a 72-hour notice is not given the user group will pay all fees and charges associated with the event.

INSURANCE REQUIREMENT

- Note that the City requires certificates of insurance on file at least a month prior to your first scheduled date. Organizations that do not comply will have dates removed from the schedule and will not be permitted to use City facilities until a certificate of insurance is provided. Those requiring a certificate of insurance will be contacted in January. There will be a charge for the duplication of removing and adding schedules.

RESERVING OUTDOOR ATHLETIC FIELDS

- Reservations for City owned and managed facilities are coordinated through the Parks, Recreation, and Forestry Administrative Office.
- Outdoor Athletic facilities are available beginning April 15th.

- Tournament requests may be submitted one year in advance. Tournament schedules for reserved tournaments must be submitted two weeks prior to the event. Late submissions may incur additional fees.
- Field reservations will be accepted beginning October 1st of each year for all facilities for the upcoming outdoor athletic seasons (April to November), and must be received by January 1st of each year for priority scheduling preference.
- Reservation requests submitted less than two weeks in advance of the event date may incur additional fees.

Spring Athletics (reservations due **October 1** or as noted)

- High School Baseball/Softball
- Babe Ruth (April 1)
- Soccer Organizations (spring, summer, and fall dates, November 30)
- UWEC (Softball and Football for calendar year)
- Parks and Recreation (full calendar year)

Summer Athletics (reservations due **February 1** or as noted)

- Cowboys (December 15)
- Express (December 15)
- Miracle League (January 15)
- Cavaliers, Bears, & Rivermen (January 15)
- American Legion (January 30)
- Girls Softball (March 1)
- Baseball - Americans, Nationals, Babe Ruth (March 1)

Fall Athletics (reservations due **April 1**)

- High School Football
- Baseball, Softball, Soccer Organizations
- Football and Band Practices (May 1)
- A reservation form must be completed by an authorized representative for the group wishing to use any of the following athletic fields:
 - Bollinger Field—Softball Fields # 2, 7, 8, 9, 10 *
 - Bollinger Field—Soccer Fields # 1, 3 *
 - Bollinger Field—Baseball Field # 6 *
 - Bollinger Field—Rugby Field # 4 *
 - Bollinger Field—Varsity Soccer Field # 5 *
 - Carson Park Football Stadium
 - Carson Park Baseball Stadium
 - Carson Park - Gelein Softball Field
 - Carson Park - Hobbs Softball Field
 - Fairfax Park Baseball Field
 - Fairfax Park Little League Fields
 - Jeffers Park Baseball Fields

- Jeffers Park Softball Fields
- Jeffers Park Miracle Field
- Mt. Simon Park Baseball Fields
- Soccer Park—all fields
- Zephyr Hill Softball Field

* Bollinger Field Complex is managed by Parks, Recreation, and Forestry mid-May through mid-August of each year. For reservations at other times of the year, contact University of Wisconsin-Eau Claire @ 715-836-2546.

RESERVATION PROCESS

- Organizations submit schedule requests to the Recreation Manager.
- The Recreation Manager enters schedule requests based on priority for the use of all outdoor athletic fields.
- Schedule conflicts are resolved with each organization.
- Once schedules are sent out to organizations, they are considered final confirmation.
- Requests for field use must be submitted in writing a minimum of two weeks prior to use.
- Practices are not scheduled. Priority use is listed below. All other users may use the fields on a first come basis following specific facility policies.
 - EXCEPTION: When outdoor athletic fields are lined, this indicates the field has been reserved and fees paid by another user. When this happens, please refrain from use and find an alternate location.
 - Softball and baseball fields that have been freshly prepped/lined for games are not playable for practices or other use.
- A 72-hour cancellation notice is required by the user group to avoid additional charges.

PROCEDURES FOR ORGANIZATIONS WITH PRIORITY

All outdoor athletic fields will be reserved in the following priority, unless specifically noted otherwise:

1. Any group or organization that has a current, council-approved agreement with the City of Eau Claire for use of that facility stating their right for priority reservation
2. Regular events, tournaments, competitions with an agreement
3. Parks and Recreation Programs & Activities
4. Playoff Games – National Collegiate Athletic Association
5. Playoff Games – Wisconsin Interscholastic Athletic Association
6. Varsity Conference Games – University of Wisconsin Eau Claire
7. Varsity Conference Games – Eau Claire Public Schools
8. Varsity Conference Games – Eau Claire Private Schools
9. Varsity Non-Conference Games – University of Wisconsin Eau Claire
10. Varsity Non-Conference Games – Eau Claire Public Schools
11. Varsity Non-Conference Games – Eau Claire Private Schools
12. Lower Level Games – University of Wisconsin Eau Claire
13. Lower Level Games – Eau Claire Public Schools
14. Lower Level Games – Eau Claire Private Schools
15. Sport Practices, Band Practices

16. City of Eau Claire Non-Profit Groups and Organizations
17. City of Eau Claire For Profit Groups and Organizations
18. Non-City of Eau Claire Organizations (Non-Profit and For-Profit)
19. Individual teams without a direct affiliation with an existing organization
20. Other facility requests will be based on availability

If the reservation schedule must be changed due to an unforeseen scheduling conflict, the Recreation Manager or authorized designee will attempt to mediate a solution with any and all parties affected by the conflict. If the parties affected cannot resolve the problem collectively, the City reserves the right to unilaterally change the reservation schedule.

PRIORITY RESERVATION-LARGE SCALE SPECIAL EVENTS & MAJOR COMMUNITY EVENTS

Outdoor athletic field reservations for large-scale special events and/or major community events will be accepted from the sponsoring organization beginning September of the year prior to the event. Parks, Recreation, and Forestry facility schedulers will coordinate reservation of city facilities for the special event and will serve as the liaison between the special event and the priority reservation group. The event will be considered confirmed when any user group having priority reservation for the facilities requested has agreed, **in writing**, to waive their right to facility use during the time(s) and date(s) requested.

LIGHTNING POLICY

Criteria for suspension and resumption of an event, athletic contest, swimming at Fairfax Pool or any other activity being hosted by Eau Claire Parks, Recreation and Forestry:

- When thunder is heard, or lightning is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play, activity, or event and take shelter immediately. This includes players, officials, fans, patrons and City employees.
- Thirty-minute rule. Once play, activity, or event has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play, activity or event.
- Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.

*These are the same criteria as recommended by the Wisconsin Interscholastic Athletic Association.

BOLLINGER FIELDS COMPLEX

990 West Hamilton Avenue, Eau Claire, WI 54701

POLICY

Bollinger Fields Complex was built as joint partnership between the City of Eau Claire and the University of Wisconsin-Eau Claire, the University uses the field between August 15 and May 15 of each year for university recreation, and the City uses the field between May 15 and August 15 for summer recreation programs. Use and operating costs are shared by the two organizations.

PROCEDURES

- Requests for reservations between August 15th and May 15th should be directed to the University of Wisconsin-Eau Claire. Contact: 715-836-2546
- A City of Eau Claire Special Event form must be completed for tournaments and/or special events held at the Bollinger Athletic Field Complex between May 15th and August 15th.
- Priority reservation for this facility will be different than stated in general policies from April 1 through the end of the High School season:
 1. University of Wisconsin Eau Claire Events
 2. Varsity Contests—Public Schools
 3. Varsity Contests—Private Schools
 4. Parks and Recreation Programs & Activities
 5. Community Events
- Eau Claire Parks, Recreation, and Forestry programs will have scheduling priority after the high school season on all fields.
- Teams not associated with Eau Claire Parks, Recreation and Forestry may practice on the fields on a first come basis. Reservation requests will not be accepted.
- Parks, Recreation, and Forestry will not normally line and/or drag fields for practices. There will not be any charges for practices. Bases and lights will not be available for practices and unscheduled events.
- Bases and lights will not be available for individuals and groups without a written agreement.
- Fields may be reserved for games by organized groups after the Eau Claire Parks, Recreation and Forestry schedule is complete. Field prep charges must be paid at the time of reservation.

SOFTBALL FIELDS

Fields # 2 (Girls Fastpitch Field) – Lighted, Bases normally set @ 60'; Pitching Rubber @ 43': (2)

Batting Cages

Fields # 7, 8, 9, 10 (Slowpitch Fields, 7 & 9 Men's; 8 & 10 Co-ed) – Lighted, Bases normally set @ 65'; Pitching Rubber @ 50'

Outfield Fences – Field 7: Left-285', Center-279', Right-269'; Field 8: Left-254', Center-249', Right-253'; Field 9: Left-280', Center-278', Right-280'; Field 10: Left-264', Center-264', Right-264'

- Bases are available for groups with written agreements and must check out a key to base boxes by contacting the Recreation Manager.

SOCCER AND MULTIPURPOSE FIELDS

Field # 1 (Multi-purpose Soccer Field (U-12)) – Lighted, 160' by 341'

Field # 3 (Multi-purpose Soccer Field (U-12)) – Lighted, 200' by 340'

Field # 4 (Rugby Field (U-14)) – Not Lighted, 230' by 450'

Field # 5 (Varsity Soccer Field) – Lighted, 160' by 341'

- Eau Claire United and Chippewa Valley Soccer League will have second scheduling priority on all soccer fields at the Bollinger Athletic Complex. The schedule will be coordinated by the Recreation Manager.
- The Varsity Field will be a “special use” field only. It will not be scheduled on a regular basis for practices or games without approval of the Recreation Manager.
- Reservations for non-priority community groups requesting to reserve soccer fields #1, # 3, and/or # 4 will be accepted after priority group reservations have been accepted. Field charges must be paid at the time of reservation.

BASEBALL FIELD #6

Lighted, Bases normally set @ 90'; Pitching Rubber @ 60' 6": (1) Batting Cage

- Regis Catholic Schools have priority scheduling during spring season.
- Bases are available for groups with written agreements and must check out a key to base boxes by contacting the Recreation Manager.
- The scoreboard controllers are owned and managed by UWEC and Regis Catholic Schools.

CARSON PARK

100 Carson Park Drive, Eau Claire, WI 54701

CARSON PARK BASEBALL STADIUM

Lighted, Bases normally set @ 90'; Pitching Rubber @ 60' 6", Outfield Fence: Left-319', Center-380', Right-302': (1) Batting Cage

POLICY

The City of Eau Claire has developed partnerships with many organizations in order to create athletic field facilities that are beneficial to the community. The City recognizes that many organizations requested priority scheduling of those facilities that they financially assisted in creating. After accommodating the partners, those same facilities are then available to the community in general in a fair, organized and efficient manner.

MAINTENANCE

- The City of Eau Claire will provide full field prep, maintenance, and upkeep of Carson Park Baseball Field prior to 4:00 p.m. on weekdays (Monday through Friday), excluding holidays for scheduled games. City maintenance shall also provide functional and clean grandstands, restrooms, umpire room, and locker rooms prior to 4:00 p.m. on weekdays, excluding holidays.
- Eau Claire Baseball, L.L.C. (Express) shall operate the scoreboard, concessions, and provide any additional field and stadium maintenance for baseball games scheduled at Carson Park Baseball Field at or after 4:00 p.m. on weekdays (Monday through Friday), and all games on week-ends and holidays.
- No other group or organization is allowed to perform maintenance at the Carson Park Baseball Stadium, including field maintenance.

SCHEDULING

- Field availability and schedules can be viewed online.
- Reservations for the Baseball Stadium will be coordinated through the Recreation Administrative Office. All reservations must be submitted by an authorized representative, in writing, including the day, date, game start time, and if the game is a single game or double header.
- Carson Park Baseball Stadium will be reserved for games only. Practices will not be scheduled at the facility.
- No more than 3 games will be scheduled at Carson Baseball Field on any given day. Requests to play more than 3 games must be approved by the Recreation Manager.
- Teams are permitted into the baseball stadium two hours before their scheduled game time. Batting practice must take place in the cages.
- Each team is permitted 15 minutes of warm up on the infield before their scheduled game time.
- Prior to June 1st, priority scheduling will be as stated in the Procedures for Organizations with Priority section, giving first preference to public High Schools. After June 1st, Eau Claire Baseball L.L.C. has priority scheduling for their league schedule and tournaments. Other groups and organizations will be given priority as follows:
 1. Eau Claire Cavaliers
 2. Eau Claire Rivermen

3. Eau Claire Bears
 4. American Legion
 5. UWEC Club Team
 6. Eau Claire Babe Ruth
 7. Other Community Organizations
- Games and events at the Carson Park Baseball Stadium will be scheduled so that the patrons of such games and events are anticipated to be out of the Stadium at least three hours prior to the start of any Eau Claire Baseball L.L.C. (Express) scheduled game. Any extra-inning games must conclude within this time frame.

GAMES & PERSONNEL

- Express will open, close, and operate concessions.
- All personnel necessary to supervise activities at the Baseball Stadium will be the responsibility of the user group, including activities on the field, locker rooms, bleachers, grounds area, and rest rooms.
- Restrooms are not available until the water is turned on, usually mid May. Portable toilets will be available in April and May. Eau Claire Parks, Recreation, and Forestry will provide and maintain the portable toilets.
- Field prep between games for scheduled Double Headers will be the responsibility of the host organization. Tools will be available for use, but no product. Prep will be provided by the City when there are back to back games scheduled (eg. Bears/Express, NHS-MHS JV then NHS-MHS Varsity).
- The user group will be responsible for providing their own game announcer and scoreboard operator.
- Access into the old press box is available to all teams. Teams requesting access into the new press box will need Eau Claire Parks and Recreation and Eau Claire Express approval.
- Each school using the stadium will be responsible for controlling the number of people allowed in the press box. Access should be limited to radio personnel, scouting, scoreboard and announcer, statistician, and coaches. Children are not allowed in the press box.
- All users are encouraged to make the following game announcements:
 - Information about the Recycling Initiatives
 - Tobacco Use Policy
 - Carry-Ins Policy (prior to mid-May the carry-in policy is determined by each user group. However, after mid May, carry-ins will NOT be permitted). The concession operation will begin mid May when the water is restored to the facility for the season.
- The Fan Deck is available for spectator viewing for all scheduled games with Express approval. Teams requesting access to the fan deck will need to notify the Express personnel that are on site during the game. That area will be opened for the spectators at that time.
- The Fan Deck must be supervised. The chairs can be used and must be returned/restacked at the end of the game.

STADIUM SCOREBOARD/MESSAGE BOARD

- Each organization is required to operate the scoreboard for their events. Express will provide training prior to the season start.

- If used, the scoreboard must be shut off at the conclusion of the game the controller must also be unplugged and placed in its case.
- The message board inside the stadium is managed and operated by the Eau Claire Express.

LOCKER ROOMS

- Locker rooms are not available after the building has been winterized. The facility will be available when the water is restored for the season. Parks, Recreation and Forestry will notify the stadium users when locker rooms are available.
- Any damages to the facility will be the responsibility of the scheduled organization.
- The Eau Claire Express will have exclusive use of the locker room on the first base side of the stadium. Teams wanting to use this facility may request approval from the Express.
- All other stadium users and the team opposing the Express will utilize the locker room on the third base side of the stadium. The home team determines the use of this facility.

BATTING CAGES & DUGOUTS

- Teams are required to use the batting cages during batting practice. This will help preserve the field playing areas.
- As a safety precaution, all players, coaches, trainers, and bat boys not playing on the field must be inside the dugouts. Enforcing this policy is the responsibility of each organization. This includes notifying the opposing team.
- Soft toss is not permitted on the chain link fences.

CONCESSION OPERATIONS

- Express has sole use of the concession stand and the right to sell such concessions at all scheduled baseball games at Carson Park Baseball Field. Any group wishing to have concessions sold at their game must contact the Eau Claire Express. Express must be notified of the request for concessions sales at least seven days in advance.
- Organizations will no longer have authorization to provide or sell food/beverages.
- Teams may not provide free food or host a food event on property adjacent to the baseball stadium and surrounding areas. This includes the plaza and grass areas outside of the stadium. Teams wishing to host a food event are welcome to reserve a pavilion area for this purpose. Rental rates will apply for any reservation.
- No carry-ins permitted. Please let your spectators know they may not bring in food or beverages.
- The concession stand is not available after the building has been winterized. The facility will be available when Parks, Recreation, and Forestry notifies the stadium users. It could be as late as May 15.
- Please help us support the environmental efforts of the City of Eau Claire by properly disposing of waste and encouraging beneficial recycling initiatives. Each organization can assist with this effort by using of paper or “green” products and promoting recycling initiatives during games.
- Sales of food, beverage, or merchandise are considered a special event and must follow the special event approval process. A 60 day advance notice is required.

PARKING

- All participants will be expected to park in the main parking lot in Carson Park. Vehicles needed for loading/unloading may be brought into the stadium area for unloading; however they will need to be moved to the main parking lot prior to the game start.

TOBACCO & ELECTRONIC SMOKING DEVICES

- Smoking is prohibited throughout the Carson Park Baseball Stadium. This includes electronic smoking devices. No person shall smoke or carry any lighted cigar, cigarette, pipe or any other smoking device in any enclosed, indoor areas. In exterior areas, no smoking is allowed within twenty feet of an access point or forty feet from any building air intake system. Receptacles for waste will be provided by Parks, Recreation, and Forestry.

GAME CANCELATIONS

Teams canceling games or altering game start times for any reason are required to notify both Eau Claire Parks, Recreation and Forestry AND the Eau Claire Express by telephone and an email should follow.

Express Contact Information

Dale Varsho (715) 577-8255
Andy Neborak (715) 456-9066
Office (715) 839-7788

Eau Claire Parks Contact Information

Field Scheduler (715) 839-5032
Park Supervisor (715) 828-0354
Park Supervisor (715) 828-0353
Park Office (715) 839-5039

To avoid charges for games we need to have all groups using the baseball stadium follow these procedures:

- If the field is unplayable (week-day games) the Park Supervisor will contact the game coordinator or school Athletic Director to inform them of the cancellation at least two hours in advance.
- If the field is unplayable (week-end games) Eau Claire Express will be responsible for contacting the game coordinator or school Athletic Director to inform them of the cancellation.
- If the school or organization is making the cancellation (cold weather, opponent not able to make it) the organization or school is responsible for contacting both the Park Supervisor and the Eau Claire Express by telephone and an email should follow. Advance notice is required (minimum of two hours).
- Game cancellations must be made by telephone and email prior to 4:00pm on week-days. Games not cancelled before 4:00pm on weekdays are considered playable as scheduled. All charges will apply. Following these procedures will avoid any unnecessary personnel costs for cancelled games.
- Field prep charges apply when field prep work has been completed unless the field is declared unplayable by Parks, Recreation, and Forestry.

CARSON PARK FOOTBALL STADIUM

802 Pavilion Drive

Lighted, 100 yard field, 120 by 50 yard total

POLICY

The City of Eau Claire has developed partnerships with many organizations in order to create athletic field facilities that are beneficial to the community. The City recognizes that many organizations requested priority scheduling of those facilities that they financially assisted in creating. After accommodating the partners, those same facilities are then available to the community in general in a fair, organized and efficient manner.

PROCEDURES

- Reservations for the Football Stadium will be coordinated through the Recreation Administrative Office. All reservations must be submitted by an authorized representative, in writing, including the day, date, and game start time.
- Teams from Softball and Baseball Fields may not use the Football field without prior authorization from Parks, Recreation and Forestry.
- All personnel necessary to supervise activities at the Football Stadium will be the responsibility of the user group including activities on the field, locker rooms, bleachers, grounds area, rest rooms, and concession stands.
- A maintenance employee will be assigned by the City of Eau Claire to all events scheduled at Carson Park Football Stadium when “full service” is requested. Full service includes access to locker rooms, rest rooms, press box, scoreboard, and lights. Concessions may be available for full service events.
- The maintenance employee will have facilities open two (2) hours prior to varsity contests and major special events, and one (1) hour prior to all other scheduled events.
- The Parks and Recreation Department may assign additional staffing to major games and/or special events as deemed necessary by the Parks Manager.
- The user group is responsible for providing their own announcer and scoreboard operator.
- “Limited service” use of the field includes use of the field and access to rest rooms. Lights would also be available if needed. User group will be issued a pedestrian gate key and a light key. Parks, Recreation, and Forestry staff will not be assigned for limited use events. User group is responsible for turning on and off lights, and opening and securing the facility at the end of their event.
- There will be no access to the locker rooms, press box, scoreboard or concession stands for limited use events. Rest rooms will be available.
- All participants will be expected to park in the main parking lot in Carson Park. Vehicles used for loading/unloading equipment may be brought into the Stadium Area for unloading. However, they will need to be moved to the main parking lot prior to the event start.

- The souvenir sales room is assigned to University-Wisconsin Eau Claire. Other schools wishing to use this area of the building must arrange for that use through the Athletic Director at the University.
- Each school using the stadium will be responsible for controlling the number of people allowed in the press box. Access should be limited to radio personnel, scouting, scoreboard and announcer, statistician, and coaches. Children are not allowed in the press box.
- Each organization is required to operate the scoreboard for their events. Express will provide training prior to the season start.
- If used, the scoreboard must be shut off at the conclusion of the game.
- Home or visiting radio stations must make their own arrangements for use of a broadcast booth directly with the host school.
- Goal posts will be set at college width for all college games. Goal posts will be set at High School width for all play-off games, and every attempt will be made to set at High School width for all High School varsity contests. Final determination will depend on available equipment and personnel needed for the change-out.
- All game equipment such as down markers, chains, vests, pylons, will be provided by the Eau Claire Parks, Recreation, and Forestry.
- Any temporary field markings will be the responsibility of the user group. Gaff tape should be used for all temporary markings. Duct tape or other adhesives, field paint and/or spray paint are not allowed.
- Flammable items are not permitted on or near the field.
- Metal Cleats are strictly prohibited on the field.
- User group is responsible for cleaning any blood or infectious waste (vomit) left on the field. A spill kit will be available for use. Spill kit is located in the Carson Park Football Concession stand. The spill kit includes directions for clean-up and disposal of waste materials.

CONCESSION OPERATIONS

- Concession sales at Carson Football Stadium are managed by Eau Claire Parks, Recreation and Forestry.

TOBACCO & ELECTRONIC SMOKING DEVICES

- Smoking is prohibited throughout the Carson Park Football Stadium. This includes electronic smoking devices. No person shall smoke or carry any lighted cigar, cigarette, pipe or any other smoking device in any enclosed, indoor areas. In exterior areas, no smoking is allowed within twenty feet of an access point or forty feet from any building air intake system. Receptacles for waste will be provided by Parks, Recreation, and Forestry.

CARSON PARK GELEIN & HOBBS SOFTBALL FIELDS

902 Half Moon Drive East, 812 Half Moon Drive East

POLICY

The City of Eau Claire has developed partnerships with many organizations in order to create athletic field facilities that are beneficial to the community. The City recognizes that many organizations requested priority scheduling of those facilities that they financially assisted in creating. After accommodating the partners, those same facilities are then available to the community in general in a fair, organized and efficient manner.

PROCEDURES

- Gelein and Hobbs Softball fields are premier fields to be used for games. Practices will not be allowed on the field without permission of the Recreation Manager.
- A City of Eau Claire Special Event form must be completed for tournaments and/or special events held at either Gelein or Hobbs Softball fields.
- Parks, Recreation, and Forestry staff will be responsible for maintenance and field prep on both sites.
- No other group or organization is allowed to perform maintenance on either field.
- Up to 3 games may be played on each field before additional maintenance and field prep is required. For additional games (tournament format), maintenance staff will be required to prep fields after each 3-game set.
- User will be responsible for setting out bases and turning on/off lights. Responsible party will be issued a key to storage area with a \$10 key deposit.

GELEIN SOFTBALL FIELD

Lighted, Bases normally set @ 60'; Pitching Rubber @ 43', Outfield Fence: Left-288', Center-288', Right-246': (1) Batting Cage

- Priority reservation for this facility will be different than stated in general policies from April 15 through the end of the High School season:
 1. University of Wisconsin Eau Claire Tournaments
 2. Varsity Games—University of Wisconsin- Eau Claire
 3. Varsity Games—Public Schools
 4. Varsity Games—Private Schools
 5. Parks and Recreation Programs & Activities
- After the end of the High School season priority reservation will follow Athletic Scheduling priority
- Gelein scoreboard (manual scoreboard) may be used. Adult supervisor must be in the scoreboard at all times.
- A press box is available for use at Gelein Field. Each school will be responsible for controlling the number of people allowed in the press box. Access should be limited to radio personnel, scouting, scoreboard and announcer, statistician, and coaches. Children are not allowed in the press box.

HOBBS SOFTBALL FIELD

Lighted, Bases normally set @ 60'; Pitching Rubber @ 43', Outfield Fence: Left-235', Center-240', Right-235'

- Priority reservation for this facility will be different than stated in general policies from April 15 until the start of Parks & Recreation Adult Softball Programs (late May):
 1. University of Wisconsin Eau Claire Tournaments
 2. Varsity Games—University of Wisconsin- Eau Claire
 3. Varsity Games—Public Schools
 4. Varsity Games—Private Schools
 5. Parks and Recreation Programs & Activities
- After mid May, priority reservation will follow Athletic Scheduling priority.
- A scorer's booth is available at Hobbs Softball Field, with an electronic scoreboard. Requests for use of the scoreboard must be specifically noted on the field reservation form. Only adult personnel are allowed to operate the scoreboard.

FAIRFAX PARK BASEBALL FIELDS

Fairfax Street, Eau Claire, WI 54701

South Field – Not Lighted, Bases normally set @ 90'; Pitching Rubber @ 60' 6", Outfield Fence: Left-319', Center-380', Right-319': (2) Batting Cages

East and West Little League Fields – Lighted, Bases normally set @ 60'; Pitching Rubber @ 46', Outfield Fence (Both Fields): Left-200', Center-200', Right-200': (2) Batting Cages

POLICY

The City of Eau Claire has developed partnerships with many organizations in order to create athletic field facilities that are beneficial to the community. The City recognizes that many organizations requested priority scheduling of those facilities that they financially assisted in creating. After accommodating the partners, those same facilities are then available to the community in general in a fair, organized and efficient manner.

PROCEDURES

- The Eau Claire Area School District shall have priority scheduling of the Fairfax Park South Baseball Field during the appropriate W.I.A.A. designated baseball season.
- After the completion of the appropriate W.I.A.A. designated baseball season the South field shall be available to the general public and other community baseball programs.
- The American Baseball League shall have priority scheduling of the Fairfax Park East and West Little League Baseball Fields during the appropriate baseball season
- Any field prep charges must be paid at the time of reservation, except for American Baseball League.
- Parks, Recreation, and Forestry will not normally prep (line or drag) fields for practice.
- Concessions at Fairfax Baseball Park are operated by American Baseball League.
- Bases and lights will not be available for individuals and groups without a written agreement.

**Note—the policies below are for the regulation size baseball field (south) located at Fairfax Park, this does not include the two Little League Fields at the site*

- Exclusive use of the scoreboard is for Eau Claire Area School District.
- Fairfax Baseball Field is not lighted, there is no press box.
- ECASD has priority scheduling of Fairfax Baseball Field during their spring season.

JEFFERS PARK SOFTBALL AND BASEBALL FIELDS

5710 Jeffers Road, Eau Claire, WI 54703

Not Lighted, Bases normally set @ 60'; Pitching Rubber @ 40', Outfield Fence (All Fields): Left-225', Center-225', Right-225': (2) Batting Cages

POLICY

The City of Eau Claire has developed partnerships with many organizations in order to create athletic field facilities that are beneficial to the community. The City recognizes that many organizations requested priority scheduling of those facilities that they financially assisted in creating. After accommodating the partners, those same facilities are then available to the community in general in a fair, organized and efficient manner.

PROCEDURES

- Priority reservation for this facility will be different than stated in general policies:
 - Fields 1 & 3: Baseball
 1. National Little League
 - Field 2: Softball
 1. National Little League
 2. Eau Claire Girls Softball
 - Fields 4 & 5: Softball
 1. Eau Claire Girls Softball
- The pavilion is automatically reserved in conjunction with all baseball and softball field reservations at Jeffers Park to prevent scheduling conflicts. There will be no private rentals without a written agreement or approved special event application with Eau Claire Parks, Recreation and Forestry.
- Bases and lights will not be available for individuals and groups without a written agreement.
- Restroom access is available by contacting the Recreation Manager.
- Concessions at Jeffers Park are operated jointly by the Eau Claire Girls Softball League and National Little League.

MIRACLE FIELD

116' to Left, Center and Right Field

- Miracle field is an ADA compliant, rubberized playing surface modified for special baseball use.
- Spikes of any type are not permitted on the Miracle Field. Only soft-soled athletic shoes.
- Gate and restroom access are available by contacting the Recreation Manager.
- Priority reservation for this facility will be different than stated in general policies:
 1. Chippewa Valley Miracle League

MT SIMON BASEBALL FIELDS

1100 Addison Street, Eau Claire, WI 54701

North – Lighted, Bases normally set @ 90'; Pitching Rubber @ 60' 6", Outfield Fence: Left-310', Center-325', Right-310'

South – Lighted, Bases normally set @ 90'; Pitching Rubber @ 60' 6", Outfield Fence: Left-310', Center-325', Right-310'

(1) Batting Cage

POLICY

The City of Eau Claire has developed partnerships with many organizations in order to create athletic field facilities that are beneficial to the community. The City recognizes that many organizations requested priority scheduling of those facilities that they financially assisted in creating. After accommodating the partners, those same facilities are then available to the community in general in a fair, organized and efficient manner.

PROCEDURES

- The Eau Claire Babe Ruth Baseball organization shall receive priority scheduling preference when there is a valid agreement in place between the organization and the City of Eau Claire.
- The facility shall be available for public use when not scheduled by the Babe Ruth Baseball organization, per a use agreement.
- Eau Claire Babe Ruth Baseball League shall have priority scheduling of the Mt Simon Park Baseball Fields (North & South) April through October per the existing agreement.
- Requests for use of the field by the general public and other community baseball programs shall be approved by the Babe Ruth President and the Parks, Recreation, and Forestry facility scheduler.
- Any field prep charges must be paid at the time of reservation by groups without a written agreement.
- Parks, Recreation, and Forestry will not normally prep (line or drag) fields for practice. There will be no charge for practices held at the Mt Simon Park Baseball Fields.
- Exclusive use of the scoreboard and press box is for Babe Ruth Baseball.
- Bases and lights will not be available for individuals and groups without a written agreement.
- Concession sales at Mt Simon Park are operated by Eau Claire Babe Ruth Baseball League.

SOCCER PARK FIELDS

Craig Road, Eau Claire, WI 54701

Field 1, 2, 3 – 225' by 400'; Field 4&5, 6&7 – 225' by 450'; Field 8 – 200' by 300'; Field 9 – 400' by 450'

POLICY

The Eau Claire Soccer Park was built by a partnership of three youth soccer organizations. Those organizations are Chippewa Valley Soccer League, Eau Claire United Soccer Club, and the City of Eau Claire. Each organization had shared responsibility in the construction costs and fund raising efforts and therefore, have the entitlement to priority scheduling of the Soccer Park.

PROCEDURES

- Chippewa Valley Soccer League (CVSL), Eau Claire United Soccer Club (ECU), Inc. and the City of Eau Claire shall have priority scheduling at the Soccer Park, before any other soccer groups or other community uses.
- Community use of the fields at the soccer park is permitted. Reservations are required.
- Fields at the Eau Claire Soccer Park are premier fields for game use. **Practices are not permitted** at Eau Claire Soccer Park without the permission of the Recreation Manager.
- Soccer Park Fields are not available during scheduled maintenance blocks and facility layout resets. These maintenance blocks are scheduled one week prior to and after the Eau Claire United Tournaments and the second week of August through Labor Day. During June layout changes, games may be scheduled on fields that remain with the same layout from tournament to summer. Scrimmages are not games and should not be scheduled during reset times.
- All groups are responsible for checking goals, anchors, and the facility for other possible hazards prior to play.
- All field reservations must be submitted by October 1 of the next calendar year. There may be a field users meeting at the end of February to discuss scheduling, requests, and field layout.
- Scheduling will be prioritized as follows:
 - Field layout is based upon U5/6 (4), U7/8 (4), U9/10 (4), U11/12 (3), U14/16/18 (1).
 - Additional field requests will be assigned at Bollinger Fields.
 - All fields unavailable during the 2nd & 3rd week in August for maintenance & layout updates.
 - Practice locations available at City of Eau Claire neighborhood parks and Eau Claire Area School District locations.
- Conflicts will be resolved by each organization with guidance from the Recreation Manager.
- A City of Eau Claire Special Event Form must be completed for tournaments and/or special events scheduled at Eau Claire Soccer Park.
- Organized groups that do not have a use agreement with Parks and Recreation must pay all field use fees at the time of reservation, sign a hold harmless agreement, and provide proof of insurance or certificate of insurance naming the City of Eau Claire.
- Groups may not charge a fee for any services provided at Eau Claire Soccer Park without permission from the Community Services Director and the Eau Claire City Council.
- Concessions at the soccer parks are managed by Eau Claire Parks, Recreation and Forestry.

ZEPHYR HILL, KESSLER AND NEWELL PARK FIELDS

POLICY

The City of Eau Claire has developed partnerships with many organizations in order to create athletic field facilities that are beneficial to the community. The City recognizes that many organizations requested priority scheduling of those facilities that they financially assisted in creating. After accommodating the partners, those same facilities are then available to the community in general in a fair, organized and efficient manner.

PROCEDURES

- These fields are available for reservation by any community organization or individual.
- Requests for use of the fields by the general public and other community baseball programs shall be approved by the Parks, Recreation, and Forestry facility scheduler.
- Any field prep charges must be paid at the time of reservation, except groups with a written agreement.
- Parks, Recreation, and Forestry will not normally prep (line or drag) fields for practice. There will be no charge for practices held at the Zephyr Hill, Kessler, and Newell softball fields.

ZEPHYR HILL

2625 Shady Grove Road, Eau Claire, WI 54703

Not lighted, Bases normally set @ 60'; Pitching Rubber @ 40', Outfield Fence: Left-245', Center-295', Right-295'

- Priority reservation for this facility will be different than stated in general policies from April 1 through the end of the High School season:
 1. Regis High School Softball
 2. Eau Claire Parks & Recreation Programs
 3. Community Organizations
 4. General Community Use
- Bases and lights will not be available for individuals and groups without a written agreement.

KESSLER & NEWELL

Kessler Address: 105 Walnut Street, Eau Claire, WI 54703

Newell Address: 122 S. Michigan St, Eau Claire, WI 54703

Not Lighted, Bases normally set @ 60'; Pitching Rubber @ 40', No Outfield Fence

- Priority reservation for these facilities will be different than stated in general policies from June through August:
 1. Eau Claire Parks & Recreation Programs
 2. Community Organizations
 3. General Community Use
- The shelter is automatically reserved in conjunction with the athletic field reservation at Newell and Kessler Parks to prevent scheduling conflicts.
- Restrooms available in the shelter building.
- Bases will not be available for individuals and groups without a written agreement.

HOBBS ICE ARENA

915 Menomonie Street, Eau Claire, WI 54703

GENERAL PROCEDURES

SCHEDULING AND MAINTENANCE OF FACILITIES

- Parks, Recreation, and Forestry and Hobbs Ice Arena management reserve the right to make final decisions regarding facility assignments and may make changes as deemed necessary in the best interest of the facility
- Scheduling, maintenance, and ice prep for Hobbs Ice Arena will be performed by City staff.
- All concession stand operations are operated by Parks, Recreation, and Forestry.

FACILITY FEES

- Facility use charges apply for all reservations.
 - Organizations with an agreement or priority use may receive an invoice at season end or monthly.
 - Organizations without agreements or priority use are required to pay making the reservation.
- Any fees and/or charges for use of athletic facilities will be due prior to the first scheduled reservation. Major users, as authorized by the Recreation Manager may be invoiced at the end of the season or event. Payment of all invoices is due upon receipt of invoice.
- Fees and/or charges will be credited or refunded for any weather cancellation prior to use made by the user group when they determine the playing conditions to be "unsafe" for their participants, such as lightning and/or severe storms. School user groups will be charged unless school is cancelled.
- Any cancellations by the user group (other than weather emergencies) must be made 72 hours in advance. If a 72-hour notice is not given the user group will pay all fees and charges associated with the event.

INSURANCE REQUIREMENT

- Note that the City requires certificates of insurance on file at least a month prior to your first scheduled date. Organizations that do not comply will have dates removed from the schedule and will not be permitted to use City facilities until a certificate of insurance is provided. Those requiring a certificate of insurance will be contacted in January. There will be a charge for the duplication of removing and adding schedules.

RESERVING HOBBS ICE ARENA

- Reservations for Hobbs Ice Arena are coordinated through Parks, Recreation, and Forestry at the Hobbs Operations Office.
- A reservation form must be completed by an authorized representative for the group wishing to use any of the following rinks and meeting spaces:
 - Akervik Rink
 - 85' by 200' Full sheet of ice
 - Hughes Rink
 - 58' by 134' Studio sheet of ice
 - O'Brien Rink
 - 85' by 200' Full sheet of ice
 - Hobbs Club Room
 - Food allowed
 - Large room, 2nd floor, above University of Wisconsin Eau Claire locker rooms
 - Accommodates 75 people
 - Skates not permitted
 - Additional fees for use of kitchen and AV equipment
 - Hobbs Conference Room
 - No food allowed
 - Adjacent to Recreation office
 - Accommodates 12 people
 - Skates not permitted
 - Hobbs Lobby
 - Hobbs Meeting Room
 - Food Allowed
 - Located off Lobby
 - Accommodates 20 people
 - Skates permitted

RESERVATION PROCESS

- The 12-month calendar will be divided into two scheduling periods, September through April and May through August.
- Reservation and schedule requests for future scheduling periods will be collected and handled once scheduling for that period begins.
 - Example: Ask for July ice time in winter; ask for January ice time in summer.
- Organizations submit schedule requests to the Facility and Program Supervisor
- The Facility and Program Supervisor enters schedule requests based on priority for facility use.
- Schedule conflicts are resolved with each organization.
- Once schedules are sent out to organizations, they are considered final confirmation.
- Requests for facility use must be submitted in writing a minimum of two weeks prior to use.

- Any requests less than two weeks in advance can be scheduled by the Recreation Administration Office team. Anything in excess of two weeks must be completed by Facility and Program Supervisor.
- A 72-hour cancellation notice is required by the user group to avoid additional charges.

PROCEDURES FOR ORGANIZATIONS WITH PRIORITY

All ice rinks will be reserved in the following priority, unless specifically noted otherwise:

September through April (Fall/Winter Season)

1. Any group or organization that has a current, council-approved agreement with the City of Eau Claire for use of that facility stating their right for priority reservation
2. Regular events, tournaments, competitions with an agreement
3. Parks and Recreation programs & activities
4. Playoff Games – National Collegiate Athletic Association
5. Playoff Games – Wisconsin Interscholastic Athletic Association
6. Varsity Conference Games – University of Wisconsin Eau Claire
7. Varsity Conference Games – Eau Claire Public Schools
8. Varsity Conference Games – Eau Claire Private Schools
9. Varsity Non-Conference Games – University of Wisconsin Eau Claire
10. Varsity Non-Conference Games – Eau Claire Public Schools
11. Varsity Non-Conference Games – Eau Claire Private Schools
12. Lower Level Games – University of Wisconsin Eau Claire
13. Lower Level Games – Eau Claire Public Schools
14. Lower Level Games – Eau Claire Private Schools
15. Eau Claire Youth Hockey Association and Eau Claire Figure Skating Club Regular Ictime
 - a. Figure Skating Club Learn to Skate Programming
 - b. Eau Claire Youth Hockey Association Game Ice on Saturdays and Sundays
 - c. Eau Claire Youth Hockey Association and Figure Skating Club Practice Ice (15 hours per week each)
16. Sport Practices
17. City of Eau Claire Non-Profit Groups and Organizations
18. City of Eau Claire For Profit Groups and Organizations
19. Non-City of Eau Claire Organizations (Non-Profit and For-Profit)
20. Individual teams without a direct affiliation with an existing organization
21. Other facility requests will be based on availability

May through August (Summer Season)

1. Parks and Recreation programs & activities
2. Eau Claire Youth Hockey Association and Eau Claire Figure Skating Club Ictime
3. Local Summer Hockey Programs with an agreement from the previous year
4. Regional Hockey Camps & Clinics with an agreement from the previous year
5. High School Contact Practices – Eau Claire Public Schools
6. High School Captains Practices – Eau Claire Public Schools
7. Captains Practices - University of Wisconsin Eau Claire
8. High School Contact Practices – Eau Claire Private Schools
9. High School Captains Practices – Eau Claire Private Schools

10. Other facility requests will be based on availability

If the reservation schedule must be changed to due to an unforeseen scheduling conflict, the Facility and Program Supervisor or authorized representative will attempt to mediate a solution with any and all parties affected by the conflict. If the parties affected cannot resolve the problem collectively, the City reserves the right to unilaterally change the reservation schedule.

PRIORITY RESERVATION-LARGE SCALE SPECIAL EVENTS & MAJOR COMMUNITY EVENTS

Hobbs Ice Arena reservations for large-scale special events and/or major community events will be accepted from the sponsoring organization up to two years prior to the event. Parks, Recreation, and Forestry facility schedulers will coordinate reservation of city facilities for the special event and will serve as the liaison between the special event and the priority reservation group. The event will be considered confirmed when any user group having priority reservation for the facilities requested has agreed, **in writing**, to waive their right to facility use during the time(s) and date(s) requested.

CONCESSIONS OPERATIONS

GENERAL PROCEDURES

POLICY

The City of Eau Claire owns and operates four concession stands including; Carson Football/Softball, Fairfax Pool, Hobbs Ice Center, and Soccer Park. The City will manage the facility and operations at all locations.

PROCEDURES FOR THE SALE OF FOOD & BEVERAGES

- Net profits from the operation of the stand during specific events may be shared with user groups provided they supply the required number of volunteer workers. Failure to supply volunteers will result in no shared payment for that event. Carson – UWEC Varsity Football Games, ECASD Varsity Football Games, Regis Varsity Football Games, Northern Light Cowboys Games. Fairfax – YMCA Swim Meet. Hobbs – No Shared Profits, Soccer Park – Eau Claire United Soccer Tournament, Kubb Tournament.
- User groups may sell non-compete products with advance approval by the Recreation Manager.
- City Council approval is required before any user or vendor may sell food and/or beverages at city-owned athletic facilities.
- The user or vendor is responsible for obtaining any and all licensing required for food and beverage sales.
- The City of Eau Claire may have an exclusive pouring rights contract with a beverage vendor. Only beverages included in the agreement may be sold at City of Eau Claire athletic facilities as noted above including Carson Baseball Stadium.
- Eau Claire Baseball LLC operates the concession stand at Carson Baseball Stadium.
- The user or vendor is responsible for following all safe food handling policies and procedures as required by the City/County Health Department.
- Whenever possible, compostable or recyclable products will be used in the concession stands for the purpose of serving food.

CITY RESPONSIBILITIES

- Concession stand operations will be supervised by the Recreation Manager with assistance from Recreation Facility and Program Supervisors.
- City will hire and pay one Concession Operations Specialist who is responsible for concession operations and safe food handling practices.
- The City will retain 100% of net revenues for all new events. Approved users may provide volunteers to prepare food, clean, and restock for 100% net revenues. The City reserves the right to charge an administrative fee to recover costs to operate the stands.
- Net revenues for all approved games and events will be paid directly to the user group as agreed upon. Net revenues are calculated as gross profit less product, staffing, and other expenses. If the user group does not provide volunteers at the requested level, and the City needs to staff the stand, the City will retain all revenues. There may be an additional 10-20% charge of total sales if volunteers are late.

- City will open concessions and retain all revenues for all lower level games, and other events scheduled on the football field and softball fields. Lower level games and other events may have a limited menu and minimal staffing level.
- City will provide all concessions equipment and product required to operate the stands.
- City will determine menu items and set pricing.
- The City of Eau Claire may have an exclusive pouring rights contract with a beverage vendor. Only beverages included in the agreement may be sold at City of Eau Claire athletic facilities as noted above including Carson Baseball Stadium.
- The City will provide an AED and spill kit for cleaning blood and infectious waste. The spill kit includes directions for clean-up and disposal of waste materials. Please ask facility staff where these items are located.
- The Concession Operations Specialist will monitor the stand operations as described below.

CONCESSION OPERATIONS SPECIALIST RESPONSIBILITIES

- The Concession Operations Specialist is responsible for ordering product, hiring and training cash register operators, inventory, waste control, opening/closing, maintaining valid licensing, following safe food handling guidelines, working with school/organization event coordinators, cash handling procedures, validating register receipts at the end of each game, and payment to organizations.
- The Concession Operations Specialist will monitor concession menu:
 - Pre-packaged goods, such as candy bars, chips, ice cream may be sold
 - Hot drinks such as coffee or cocoa will be sold
 - Food prepared on site can be sold, such as hot dogs, popcorn, nachos, pretzels
 - Meats such as hotdogs, brats and hamburgers can be cooked on an outdoor grill. Pre-cooked meats can be prepared using a roller grill. Hamburgers must be bought "grill ready" in hamburger patties.
 - Pizza may be sold. If sold by the slice food warmers at proper temperatures must be used to maintain food safety. Food warmers are not necessary if pizza is sold as a whole pie.
 - Concession items cannot be made at home and brought to the stand for sale (such as chili, barbeque, etc.).
- The Concession Operations Specialist will monitor safe food handling practices
 - Food items may not be handled directly unless it is a pre-packaged item like candy bars. Plastic gloves or tongs are required when serving items like hot dogs or nachos. Hands should not come in direct contact with any food product.
 - If the same person is doing food handling and money handling, they need to take gloves off before handling the money, or change gloves before handling food after handling money.
 - All concession volunteers and staff must follow hand washing policies including washing hands after returning from restroom breaks before handling food product.
- Concession Operations Specialist will monitor clean-up:
 - Volunteers and Staff should wash utensils as follows using three or four sinks:
 - Clean and sanitize all sinks
 - Wash items in first sink using cleaning detergent solution at approximately 120°F

- Rinse in the second sink, using clear water at approximately 120° F
- Sanitize in the third sink by immersing items in a chemical sanitizing solution at a minimum of 75° for at least one minute
- Air dry all dishes, do not wipe dry
 - *Must use an approved sanitizer—chlorine, iodine, quaternary ammonium, or acid sanitizers. Common household bleach is a very good, inexpensive sanitizer, use 1 tablespoon bleach per gallon of water.*
- Before securing the area the volunteers and staff must complete the following:
 - All counters must be cleaned with both detergent and sanitizer spray bottle
 - Popcorn popper must be cleaned if it has been used
 - Clean Food Preparation Equipment and stove
 - Sweep floor
 - Mop floor
 - All product and inventory must be placed in assigned cabinets, coolers, and freezers
 - Garbage must be left outside in a cart/container (excess bags can be left inside)
 - Crush cardboard and put in “cardboard dumpster”
 - Stack empty bread and pop trays
- Concession Operations Specialist will lock and secure stand prior to leaving the facility.

USER GROUP RESPONSIBILITIES

- Each User is responsible for naming an "on site" coordinator who will be the primary contact. The coordinator will be named by the school/league official or Athletic Director. The coordinator is responsible for scheduling and assigning volunteers, following safe food handling guidelines, and validating register receipts at the end of each game.*
- User groups will be charged for two register operators for each varsity/semi-pro level game including wages and personnel costs. Additional register operators may be scheduled for games with expected high attendance. Register operators will receive a paycheck from the City. The payroll charge will be deducted from the net revenues.
- User groups provide volunteers as requested by the Concession Operations Specialist for each varsity/semi pro level game or approved event.
- User groups may request one satellite concession stand within the stadium area with prior approval from the Concession Operations Specialist. Users are responsible for satellite stand staffing and set up/clean-up, and hand washing station.
- Facilities, buildings, and storage spaces are not available.
- User groups may sell non-compete products with advance approval by the Recreation Manager. The sale of such items will be a separate operation and may not operate out of concession stands managed by the City. Groups are required to secure approvals, licensing, and follow all health and food safety guidelines.
- Donated items will not be accepted for city operated concession sales.
- Food sales outside of the stadium area are considered special events and are required to follow the special event process. All special events must be approved administratively by the Special Events Committee or by Eau Claire City Council. Allow approximately 60 days for the review and approval process.

- Complimentary items and product given free to anyone, including officials, must be recorded and will be charged to the user group.
- Waste will be recorded at the end of the event and charged to the user group. The user group is responsible for monitoring the amount of product made and is encouraged to work with the manager on duty to determine prep amounts. After waste is recorded, the user group may take the unused product.

*University of Wisconsin – Eau Claire (UWEC)

The UWEC contact will be the Athletic Director or appointed person named by the Athletic Director. The City is responsible for scheduling and assigning paid staff, following safe food handling guidelines, and validating register receipts at the end of each game.

VOLUNTEERS AND EMPLOYEES

- Grilling and food preparation will be directed by the Concession Operations Specialist.
- All hair must be contained in a hairnet, hat or visor.
- Gloves must be worn when handling and preparing food.
- All eating must take place outside of concessions stand.
- Stay at your designated station.
- Paid employees operate registers and handle cash/payments.
- Employees, volunteers, coaches, officials, and players do not receive free or discounted food unless recorded as waste and approved by the Concessions Operations Specialist or City designee.
- Appropriate, closed-toe shoes are required for anyone working in the stand
- City staff-only in storage room at Carson.
- Alcohol is not permitted in the concessions stand.

PARKING

- All staff and volunteers should park in the facility parking lots. Parking is not available within any event area. At Carson, vehicles needed for loading/unloading may be brought into the stadium area for unloading. However, they will be needed to be moved to the main parking lot prior to the game start. Vehicles parked within the event area will be towed at the owner's expense.

CONCEALED WEAPONS

- Concealed weapons are not permitted inside any facility or Stadium area.

TOBACCO AND ELECTRONIC SMOKING DEVICES

- Smoking and tobacco use is prohibited throughout the Carson Park Baseball Stadium. This includes electronic smoking devices. No person shall smoke or carry any lighted cigar, cigarette, pipe or any other smoking device in any enclosed, indoor areas. In exterior areas, no smoking is allowed within twenty feet of an access point or forty feet from any building air intake system. Receptacles for waste will be provided by Parks, Recreation, and Forestry.

RECYCLING

- Both the City and the user are responsible for recycling at each facility.

ECO-FRIENDLY PRODUCTS

- The City is committed to promoting a healthy environment and will purchase eco-friendly “green” products in the concession stand when possible.

APPENDIX B

Facility Use Agreement



FACILITY USE AGREEMENT

This Agreement made and entered into this _____ day of _____, 20____, by and between the City of Eau Claire, Wisconsin, ("City") and _____ (User) as follows:

WHEREAS, City owns the _____ (the facility), which is managed by the City of Eau Claire Parks, Recreation and Forestry, located at 915 Menomonie Street, Eau Claire, WI 54703; and

WHEREAS, User desires to use of the facility,

NOW, THEREFORE, BE IT MUTUALLY AGREED as follows:

1) USE OF PREMISES: The City does hereby agree to allow User the non-exclusive use of the facility, upon the following terms and conditions:

2.) TERM: Terms of agreement shall be for hourly, game, or daily terms. The City of Eau Claire allows varying uses of the facility as attached (attached schedule may include fees).

3) USE FEES:

Fees are payable in advance of use, unless other payment arrangements have been approved by Parks, Recreation and Forestry according to the adopted fees and licenses schedule.

Fees will be applied to final invoices for no show or cancellations without proper notice, this includes last minute cancellations not caused by weather.

4) CONCESSION STAND USE: Concession stands at the following locations are managed by exclusive operators. Revenues from operations are not shared with other user groups. Carson Baseball Stadium, Carson Football Stadium, Carson Softball Fields, Fairfax Park, Hobbs Ice Arena, Jeffers Park, Mt Simon Park, and Soccer Park.

5) EXCLUSIVE POURING RIGHTS AGREEMENTS: User must honor any product exclusive rights contracts that CITY enters into.

6) POLICIES AND SCHEDULING PRIORITIES: User agrees to follow all policies and procedures for maintaining and operating the facility.

7) ADDITIONAL RULES: The following are additional specific terms applicable to User. Costs for other special setups will be charged back to User. Banners or signage may be displayed on the day of the event and must be removed immediately after the event.

User must follow Blood borne pathogens waste procedures.

The User and its members shall provide any and all supervision necessary of its activities at the facility. This includes playing surface, player areas (benches, locker rooms), spectator areas (bleachers, plaza, lobby, fan deck, mezzanine, etc), and game personnel (press box, officials locker rooms).

The User shall be responsible for any and all damage to the facility caused by its participants and guests, and shall pay for all repair or replacement costs.

Lightning Policy

Criteria for suspension and resumption of an event, athletic contest, swimming at Fairfax Pool or any other activity being hosted by Eau Claire Parks, Recreation and Forestry:

When thunder is heard, or lightning is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play, activity, or event and take shelter immediately. This includes players, fans, patrons and City employees.

~~Thirty-minute rule.~~ Once play, activity, or event has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play, activity or event.

Any subsequent thunder or lightning after the beginning of the 30-minute ~~count~~, reset the clock and another 30 minute count should begin.

These are the same criteria as recommended by the Wisconsin Interscholastic Athletic association

8) INSURANCE: User shall take out and maintain during the term of this agreement, general liability insurance to protect against claims for damages from bodily injury, including accidental death, as well as from claims for property damage which may arise from operations of this lease. The amount of the insurance policy shall be at minimum, one million dollars (\$1,000,000) per individual and two million dollars (\$2,000,000) per occurrence with the City named as an Additional Insured of said policy AND Certificate Holder. User shall file a certificate of insurance naming the City of Eau Claire as an additional insured in conformance with these terms and shall maintain a current certificate of insurance on file with the City throughout the term of this Agreement.

The City requires certificates of insurance on file at least a month prior to your first scheduled date. Organizations that do not comply will have dates removed from the schedule and will not be permitted to use City facilities until a certificate of insurance is provided. Those requiring a certificate of insurance will be contacted prior to the season in January or July. There will be a charge for the duplication of removing and adding schedules.

9) SCHEDULING CONFLICT RESOLUTION

If the facility rental schedule must be changed due to an unforeseen scheduling conflict, the Parks and Recreation scheduler will contact both parties affected by the conflict to attempt to resolve the scheduling problem collectively. If the parties affected cannot resolve the problem collectively, the City reserves the right to unilaterally change the facility rental schedule.

10) ASSIGNMENT AND SUBLEASING: User shall not assign or sublease all or any part of the premises.

11) DEFAULT: The failure or refusal of User to observe each and every term and condition in the Agreement shall be deemed a breach and present use of the facility shall be terminated, future use of the facility may be denied, and User shall be responsible for all damages caused to the City by such breach.

12) INDEMNITY, HOLD HARMLESS: The User agrees, to hold harmless, indemnify and defend, the City of Eau Claire, its employees, agents and representatives from any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from the User's use and Occupancy Carson Baseball Stadium.

The City and its agents or employees shall not be responsible for any property damage or loss suffered by the User, its members, visitors, or guests from whatever cause prior to, during or subsequent to the term of this agreement which occurs in the locker rooms or any other area property is stored, kept or held by the User, its members, visitors, or guests, and the User does promise to hold fully harmless and indemnify the City from any claims made or actions brought which arise out of such damage or injury, including the reasonable cost of attorney fees.

IN WITNESS WHEREOF, the User, by their duly appointed and authorized representative, agrees to all the terms stated herein at Eau Claire, Wisconsin, this ____ day of _____, 20 ____.

USER / ORGANIZATION

SIGNATURE

DATE

Name: _____ Title: _____

Organization: _____

Email: _____ Telephone: _____

Address: _____

City/State/Zip: _____

AND ACCEPTED BY, including acknowledgement of receipt of User's certificate of insurance;

CITY OF EAU CLAIRE

DATE: _____

Dawn Comte, Recreation Manager
City of Eau Claire Parks, Recreation, and Forestry
915 Menomonie Street
Eau Claire WI 54703
(715) 839-5032 (office)
(715) 839-1685 (fax)

APPENDIX C

Bollinger Field Complex



APPENDIX D

Carson Park Baseball, Football, Gelein, and Hobbs Facilities



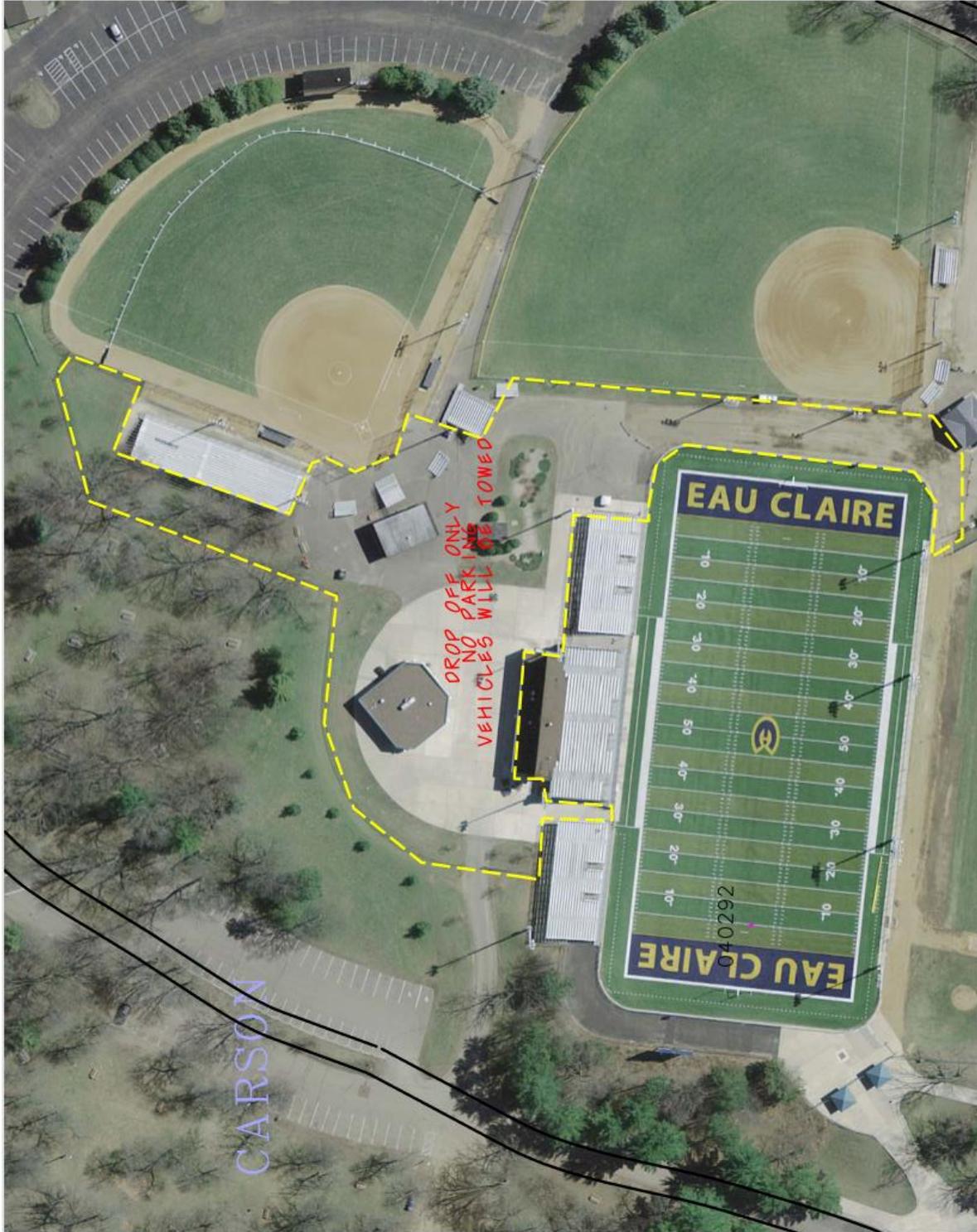
APPENDIX E

Carson Football Stadium Main Parking Lot



APPENDIX F

Carson Football Stadium No Parking Map

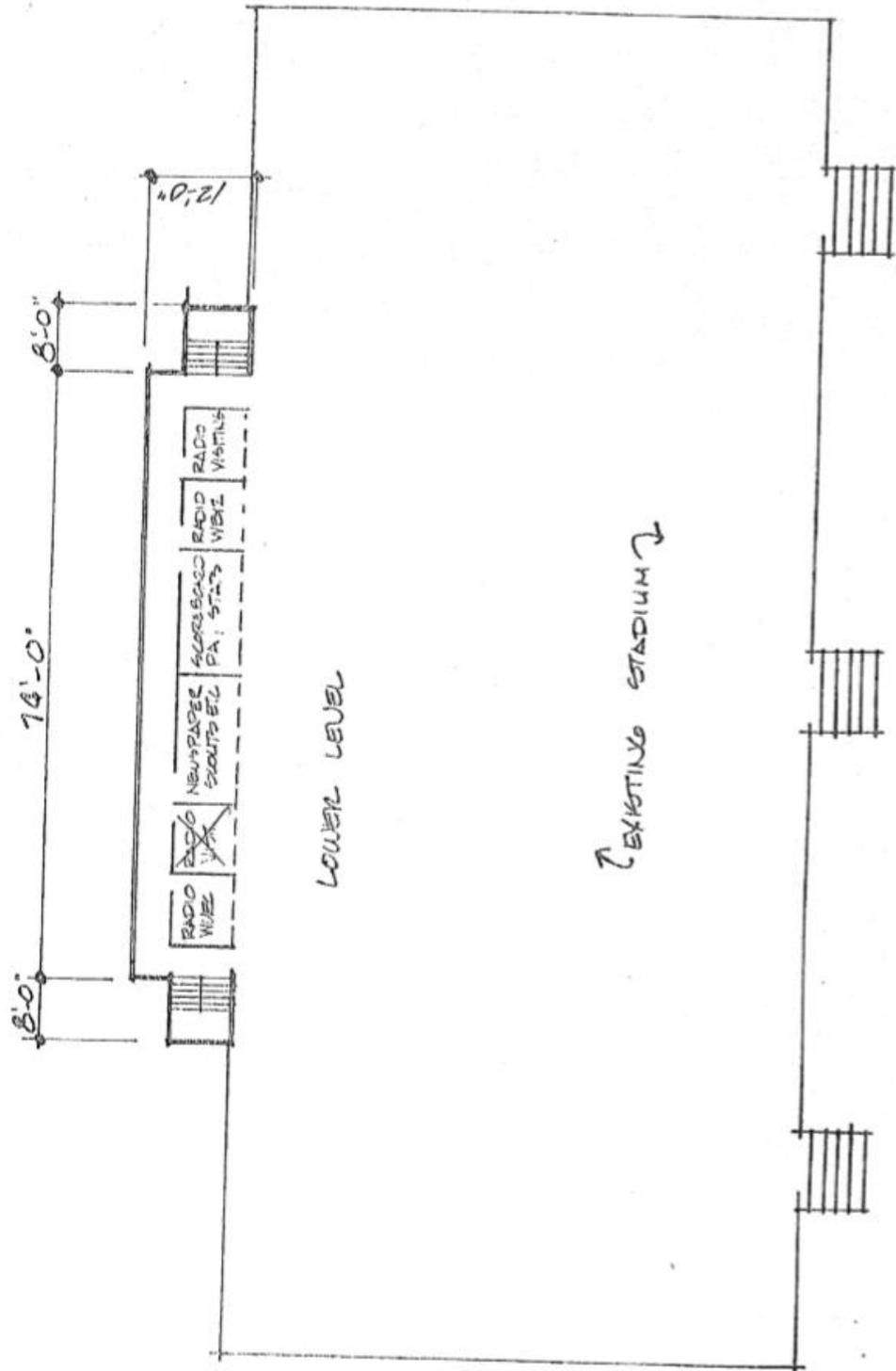


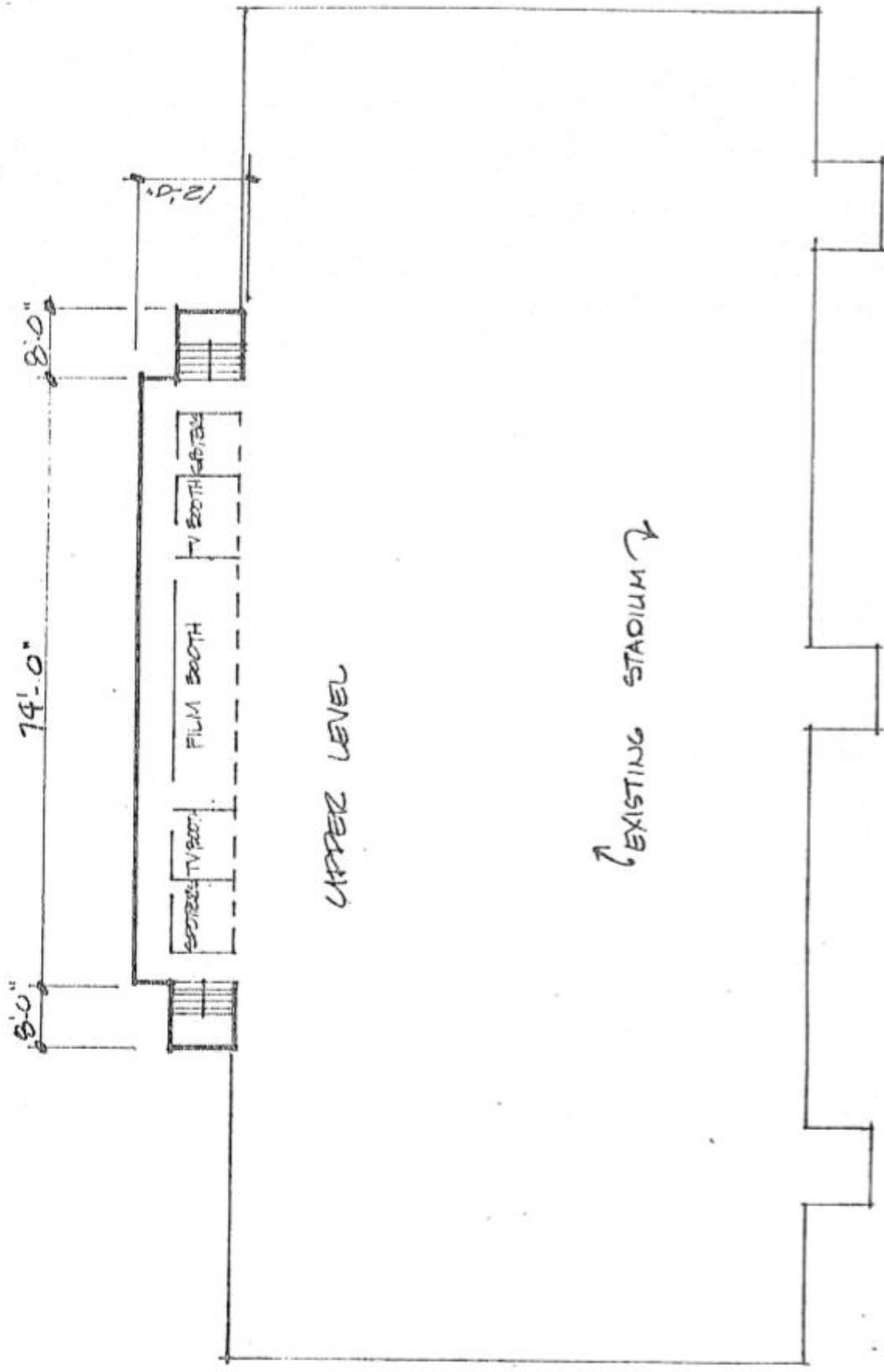
APPENDIX G

Carson Football Stadium Press Box Floor Plan

PRESS BOX PROPOSAL FOR CARSON PARK

submitted by Tim Petermann, UW-Eau Claire SID



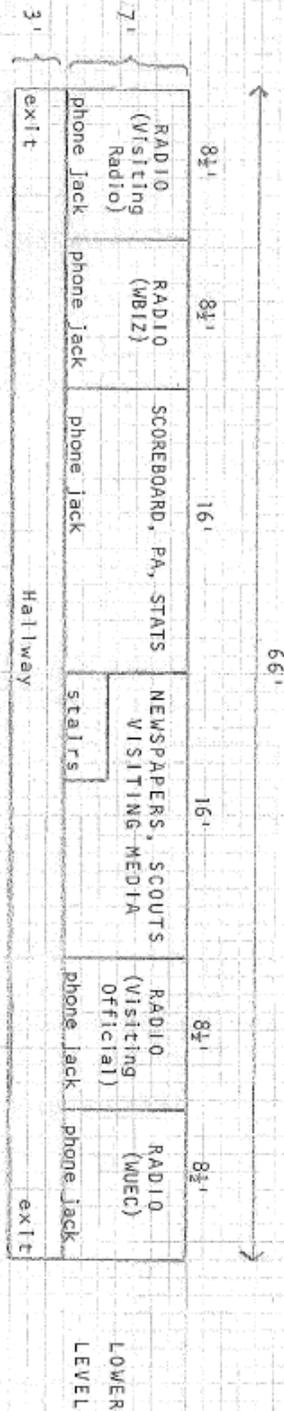


UPPER LEVEL

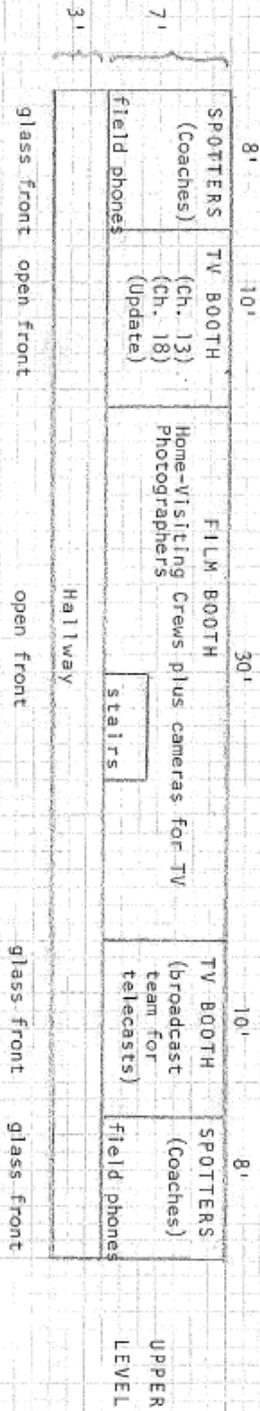
EXISTING STADIUM →

PRESS BOX PROPOSAL FOR CARSON PARK
 submitted by Tim Petermann, UW-Eau Claire SID

1" = 8'



each level need by only about 8' high inside - doors should be 30-36" wide inside
 counters in every booth, 25-27" high and 18" wide



APPENDIX H

Carson Football Stadium Directions for Blood Spill Clean-Up

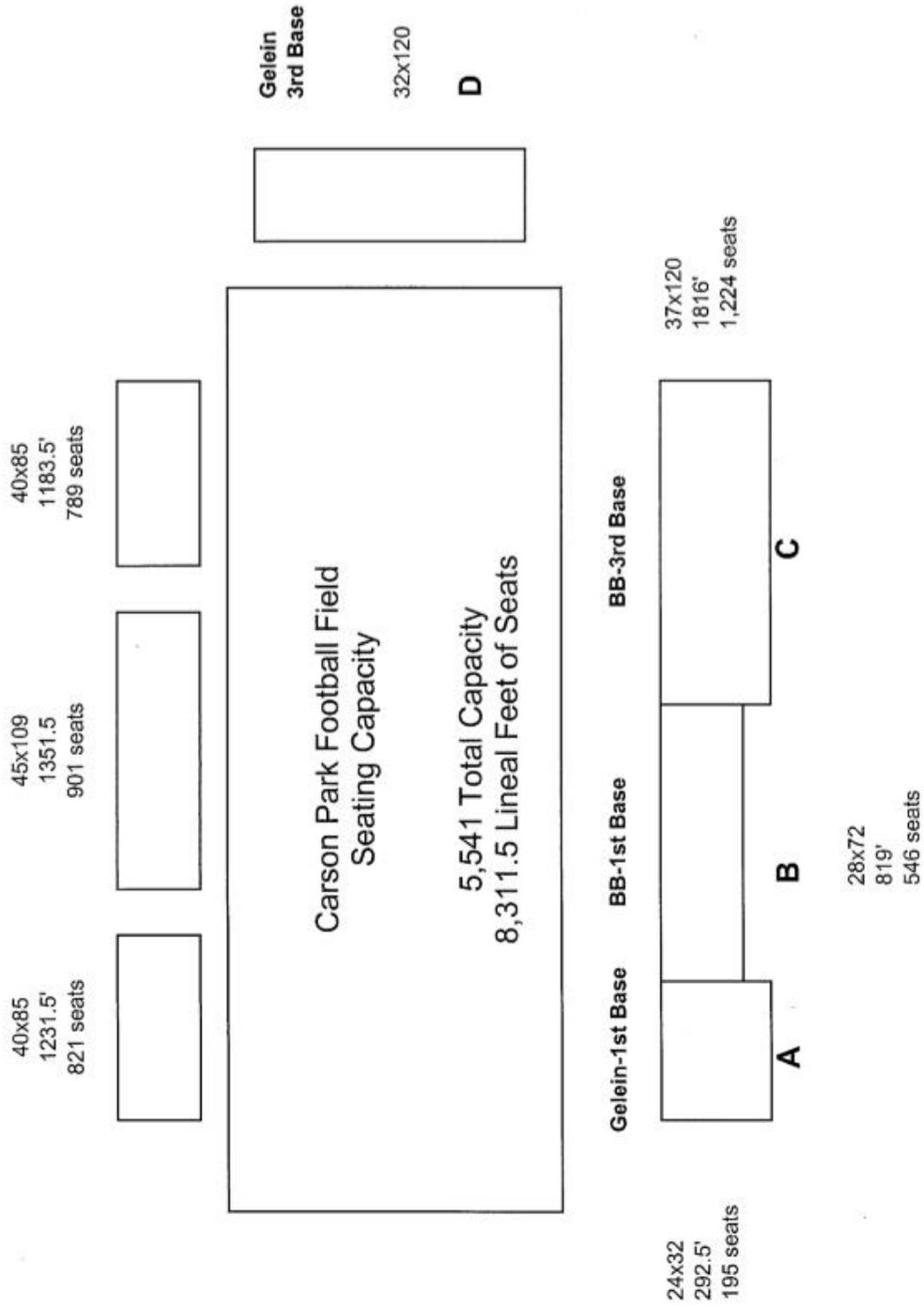
DIRECTIONS FOR BLOOD SPILL CLEAN-UP CARSON PARK FOOTBALL FIELD

Spill Kit and First Aid Kit are located in the Visitors Taping Room. Everything that you need to clean up the spill will be located in one area by the first aid kit.

- 1) Put on disposable gloves (located in first aid kit)
- 2) Sprinkle RED Z or D-VOUR evenly over spill.
Allow sufficient time for solidification to occur
- 3) Remove solidified material with scoop and place in RED BAG (located in first aid kit). Put scoop in RED BAG as well as all solidified material
- 4) Flush the contaminated area of the field with at least 5 gallons of water
- 5) Leave RED BAG in concession stand on shelf near First Aid kit for pick-up. Do not place RED BAG in regular garbage

APPENDIX I

Carson Football Stadium Seating And Capacity Map



APPENDIX J

Fairfax Park Baseball Field



APPENDIX K

Jeffers Park Athletic Complex and Miracle Field



APPENDIX L

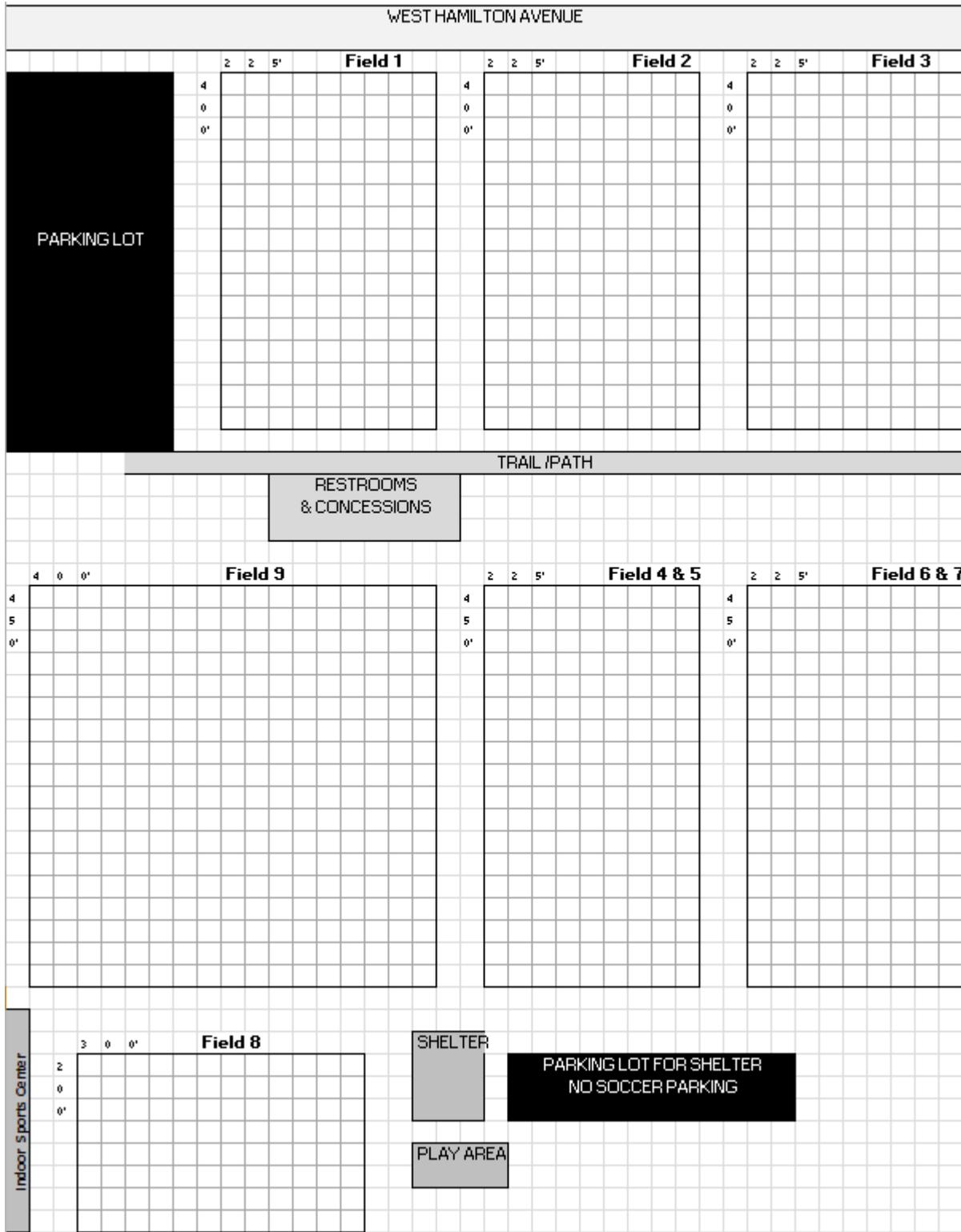
Mt. Simon Baseball Fields

MT Simon Park Upper Site Map



APPENDIX M

Soccer Park Fields



APPENDIX N

Zephyr Hill Field



APPENDIX O

Kessler Park Field



Kessler Neighborhood Park Site Map

0 100 FT

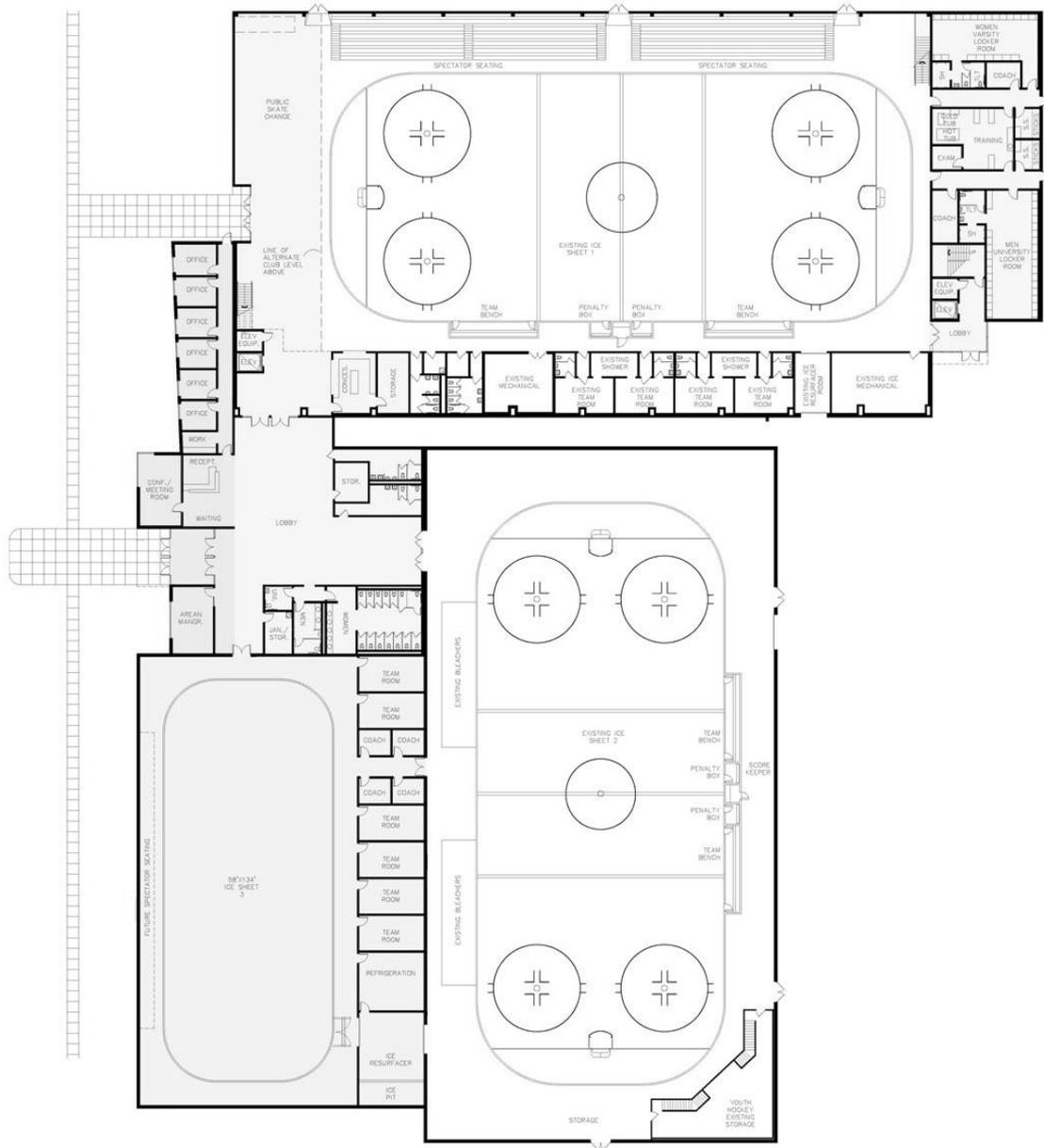
APPENDIX P

Newell Park Field



APPENDIX Q

Hobbs Ice Arena



1st Floor

Hobbs Ice Arena

Floor Plans
Eau Claire, WI

09.24.08