

Athletic Facilities Policies & Procedures



CITY OF
**EAU
CLAIRE**
Parks, Recreation, & Forestry



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INTRODUCTION

Eau Claire Parks, Recreation, and Forestry (ECPRF) facilities are home to many different athletic organizations in the community. They are reservable for use by groups with existing use agreements as well as to other organizations without use agreements, including the general public. This manual details policies and procedures for all ECPRF athletic facilities. Great care has been taken to ensure this manual explains the operation of each facility in detail. Please review it to answer questions regarding your organization's use of the facilities offered through ECPRF.

Existing use agreements may have terms and conditions which supersede portions of this manual. By reserving ECPRF facilities, any group or organization reserving an ECPRF facility which does not have an existing use agreement acknowledges and agrees to the general facility use agreement attached in appendix B at the end of this manual.

FRIENDLY REMINDERS FROM THE MAINTENANCE CREW

As we gear up for the ballfield season this summer, our collective efforts play a crucial role in maintaining the fields and ensuring an enjoyable experience for all users. Here are some essential guidelines to help us achieve that goal.

Rainwater Management:

When it rains, please avoid pushing water from the infield into the grass. We understand the eagerness to resume play, but doing so creates unsafe lips for future games and poses challenges for maintenance. Instead, consider gently shifting puddles within the infield to expedite drying. If you use a field drying agent, apply it sparingly to the mound and home plate areas. Overuse can lead to long-term issues.

Mindful Raking:

During breaks between games or innings, refrain from raking ballfield material into the grass. Such practices wear out the edges, create unsafe lips, and make removal from the grass difficult. It's best to steer clear of all field edges in every situation.

Post-Game Cleanup:

At the end of the night, store the bases away and replace base plugs in their sleeves. No need to worry about raking or filling holes—we'll handle that in the morning. Save yourself the concern; we've got it covered.

Dugout Responsibility:

Encourage the kids to pitch in by keeping the dugouts clean. After each game, ensure that all garbage is picked up and properly disposed of. A tidy dugout benefits everyone throughout the summer.

Team Effort for Field Maintenance:

By working together, we can maintain the fields in excellent condition throughout spring, summer, and fall. Let's look forward to a fantastic year!

- The ECPRF Maintenance Crew

COMMUNICATION

FACILITY SCHEDULING CONTACTS

- Communicate ALL scheduling requests via email to the following contacts:
 - Athletic Facility Scheduling Contact: athleticfieldscheduling@eauclairewi.gov
 - Athletic Facility Online Schedules: www.eauclairewi.gov/athleticfacilities
 - Hobbs Ice Arena Scheduling Contact: rechobbsicearena@eauclairewi.gov
 - Hobbs Ice Arena Online Facility Schedules: www.eauclairewi.gov/hobbs
 - General Facility Scheduling Inquiries: recreation@eauclairewi.gov

FACILITY MAINTENANCE & ACCESS CONTACTS

- Communicate ALL maintenance requests via phone to the following contacts:
 - Ballfield/Soccer/Multi-Purpose Playing Surfaces: Parks Supervisor (715) 828-0354
 - Carson Baseball/Football Stadiums & Grounds: Parks Supervisor (715) 828-0353
 - General Facility Maintenance & Access Inquiries: Parks Division Office (715) 839-5039

FACILITY AVAILABILITY INFORMATION

ECPRF SYSTEM-WIDE EARLIEST FIELD AVAILABILITY DATE – APRIL 15TH

- April 15th is the earliest planned availability of any ECPRF athletic fields. Weather and turf-condition permitting, earlier field availability may be possible. In general, reservations are not permitted prior to this date. Each spring ECPRF will communicate as fields become available for play.

ECPRF SYSTEM-WIDE WATER SERVICE AVAILABILITY – MAY 15TH

- May 15th is the yearly planned date for availability of water service at ECPRF facilities. Weather permitting, water service may be available earlier than this date. Portable toilets are provided at facilities with bathrooms until water service is turned on each spring. ECPRF will communicate as water service becomes available at each facility.

KEYS AND ACCESS

- Bollinger Fields Complex: Groups needing key access for field lights or bathrooms at the Bollinger Fields Complex must check out keys from the Recreation Division Office at 915 Menomonie St. Contact recreation@eauclairewi.gov to coordinate checkout for the Bollinger Fields Complex.
- All other Outdoor Athletic Facilities: Groups needing key access for lights, bases, bathrooms, etc for any other ECPRF outdoor athletic facility must check out keys from the Parks Division Office at 1040 Forest St. Contact (715) 839-5039 to coordinate key checkout for any outdoor athletic facilities EXCEPT the Bollinger Fields Complex. Keys are not provided for all facilities, refer to the specific facility section in this manual for further key access info.

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

It is our goal to provide safe and inclusive activities and facilities at all times. Improper conduct including but not limited to inappropriate language, inappropriate physical contact, abuse of staff or other patrons, theft, vandalism, or any other illegal activities are not tolerated. In consideration of the safety and security of our staff and patrons, ECPRF reserves the right to remove anyone from current or future participation in or attendance at ECPRF activities or facilities in the event of improper conduct, including involving ECPD if necessary.

PROCEDURES

- User is responsible for communicating conduct policies for all events at ECPRF facilities.
- Behaviors not consistent with ECPRF mission, vision, and expectations 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. Promote and enforce codes of conduct.
- Emphasize player development and provide code of conduct to coaches, players, spectators, and officials.
- Evaluate coach and staff performances on the principals of sportsmanship.

PARTICIPANTS

- Treat opponents with respect and exercise self-control in heated moments.
- 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

- Be a role model! Be respectful of both players and fans of opposing teams.
- 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.

FEES AND PAYMENT

FEES

- Fees are charged for use of ECPRF facilities in order to recover costs of operating and maintaining the facilities.
- Groups with existing use agreements pay fees according to their agreement.
- Groups without use agreements pay fees according to the City Council approved fee and license schedule located online at: <https://www.eauclairewi.gov/government/budget/process-current-documents>

PAYMENT POLICY

- Groups will be invoiced by month for their use of ECPRF facilities.
 - Payment is due according to the due date on the invoice
 - Groups with outstanding balances of 60 days past due or more will not be permitted to continue use of ECPRF facilities and will not be able to make additional reservations until outstanding past due balances are paid.

CANCELLATIONS AND RESERVATION CHANGES

- For outdoor athletic facilities, 72 hours' notice prior to the scheduled reservation time is required for non-weather cancellations or reschedules.
- Non-weather cancellations and reschedules made with less than 72 hours' notice will incur the full charge for the particular reservation.
- For weather cancellations, groups will not be charged if games are cancelled BEFORE field prep work has been completed. If fields have been prepped and weather moves in later in the day, charges will still apply because the work has already been performed.
- Field preps are completed first thing in the morning on scheduled game dates. Groups are advised to cancel or reschedule games the day before if inclement weather later in the day is a concern for a particular game date.

OUTDOOR ATHLETIC FACILITY INFORMATION

GENERAL PROCEDURES

- Bollinger Field Complex is managed by ECPRF 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.
- ECPRF 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.
- Pets are not permitted on ECPRF athletic fields. Pets must in City parks must be leashed at all times. Identified service animals are welcome at City facilities.
- Concession stand operations are managed by ECPRF at Carson Football Stadium, Fairfax Pool, Hobbs Ice Arena, and Soccer Park.

RESERVING OUTDOOR ATHLETIC FIELDS

- Reservations for City owned and managed facilities are coordinated through the Recreation Division 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.
- Large scale and community events (tournaments, concerts, etc) generally meet the criteria for Special Event status and must submit a Special Event application and receive approval. Special Event criteria and process info is located online at:
<https://www.eauclairewi.gov/recreation/special-events>

OUTDOOR ATHLETIC FIELD SCHEDULING TIMELINE

Spring Athletics (reservations due **November 1 of prior year** or as noted)

- High School Baseball/Softball
- Babe Ruth (February 1 of current year)
- Soccer Organizations (spring, summer, and fall dates, December 1 of prior year)
- UWEC (Baseball/Softball and Football for next calendar year)
- Parks and Recreation (full calendar year)

Summer & Fall Athletics (reservations due **February 1 of current year** or as noted)

- Express (December 15 of prior year)
- CV Phoenix
- Miracle League
- Cavaliers & Rivermen
- American Legion
- EC Fastpitch Girls Softball
- Baseball - Americans, Nationals, Babe Ruth
- High School Football
- Fall Baseball/Softball/Soccer
- Football and Band Practices

RESERVATION PROCESS

- Organizations submit written schedule requests to athleticfieldscheduling@eauclairewi.gov.
- Schedule conflicts are resolved with each organization, scheduling priority listed in the next section is used to resolve conflicts.
- ECPRF enters schedule requests in the reservation system based on priority for the use of all outdoor athletic fields.
- Once reservation schedules are sent out to organizations, they are considered final confirmation.
- Practices are not scheduled.
 - 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.

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, ECPRF 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. ECPRF 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 ECPRF:

- 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 or activity.
- Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.
- ECPRF staff are required to follow the lightning policy and will not alter their operations to accommodate early resumption of play or completion of maintenance work.
- 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 Athletics, 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 spring High School season:
 1. University of Wisconsin Eau Claire Events
 2. Games—Public Schools
 3. ECPRF Programs & Activities
 4. Community Events
- ECPRF programs will have scheduling priority after the high school season on all fields.
- Teams not associated with ECPRF may practice on the fields on a first come basis. Practices will not be scheduled. 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 ECPRF schedule is complete. Groups with use agreements will be invoiced for reservation charges.
- Charges must be paid at the time of reservation for groups without a use agreement.

BATHROOMS / LIGHTS / KEYS / WATER

- Water service is controlled by UWEC and is typically available by May 15th of each year.
- Groups are responsible for turning field lights on and off and for opening and closing bathrooms for use during their reserved activities, with keys provided via checkout.
- The bathrooms on the corner of Hamilton and Stein are available for use with a key.
- Keys for lighting controls and bathroom access are managed by the Recreation division at 915 Menomonie St. A signed key agreement form is required to check out keys. Contact the Recreation office at recreation@eauclairewi.gov or (715) 839-5032 to coordinate key checkout for your group.

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'

- Fields #2 (Softball) will only be available with specific UWEC permission.
- Bases are available for groups with use agreements. Groups must check out a key to base boxes by contacting the Recreation division office at recreation@eauclairewi.gov or (715) 8389-5032.

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 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 ECPRF.
- 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. Groups with a use agreement will be invoiced for reservation charges.
- Charges must be paid at the time of reservation for groups without a use agreement.

BASEBALL FIELD #6

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

Field #6 (Baseball) will only be available with specific UWEC permission.

- Bases are available for groups with existing use agreements. Groups must check out a key to base boxes by contacting the Recreation division office at recreation@eauclairewi.gov or (715) 8389-5032.
- The scoreboard controllers are owned and managed by UWEC and are not available for use for groups use agreement.

CARSON PARK STADIUMS AND BALLFIELDS

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

MAINTENANCE

- ECPRF will provide field preparation and general facility maintenance for Carson Baseball Stadium.
- Eau Claire Baseball, L.L.C. (EC Express) will operate the stadium for games and events, including opening the stadium, operating concessions, and providing any additional field and stadium maintenance for events scheduled at Carson Park Baseball Field.
- No other group or organization is allowed to perform maintenance at the Carson Park Baseball Stadium, including field maintenance.

SCHEDULING

- 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 ECPRF.
- Teams are permitted into the baseball stadium two hours before their scheduled game time. Batting practice must take place in the cages along the 3rd base line.
- 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, then UWEC, then private 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. American Legion
 3. 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 by May 15th. Portable toilets will be available in April and May. ECPRF will provide and maintain the portable toilets.
- Field prep between games for scheduled Double Headers of the same organization will be the responsibility of the host organization (except Express/UWEC games). Tools will be available for use, but no product. Prep will be provided by the City when there are back to back games scheduled with different organizations (Cavaliers/Express, UWEC/ECASD, etc)
- 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 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
- 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 before the particular game.
- The Fan Deck must be supervised. The available 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 until water service is restored for the season. ECPRF 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

- On-field batting practice is not available at Carson Baseball Stadium. Batting cages are provided along the third base line for pregame batting practice.
- 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.

BATHROOMS / LIGHTS / KEYS / WATER

- Water service is typically available by May 15th each spring.
- Portable toilets will be available until water service is available.
- Keys are not provided for Carson Park Baseball Stadium to groups without a use agreement.

OFFICES AND STORAGE

- Eau Claire Cavaliers baseball maintains an office and storage space along the third base line for their use.

CONCESSION OPERATIONS

- Express has sole use of the concession stand and the right to sell such concessions at all scheduled events at Carson Park Baseball Stadium. 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.
- 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 without EC Express approval.
- 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.

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 ECPRF.

GAME CANCELATIONS

Teams canceling games or altering game start times for any reason are required to notify both ECPRF AND the Eau Claire Express email AND telephone

ECPRF Contact Information

athleticfieldscheduling@eauclairewi.gov / (715) 839-5070

Express Contact Information

Sammi Costello – General Manager: sammi@eauclaireexpress.com / (715) 839-7788

Dale Varsho – Manager: dvarsho@eauclaireexpress.com / (715) 577-8255

To avoid charges for cancelled games all groups using the baseball stadium must follow these procedures:

- If the field is declared unplayable (week-day games) ECPRF 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, etc) the organization or school is responsible for contacting both ECPRF and the Eau Claire Express by email and telephone.
- Field preps are completed first thing in the morning on scheduled game dates. Field prep charges will be incurred for cancellations which occur after field prep work has been completed, even if weather moves in later in the day after field prep work has been completed.
- Groups are encouraged to make cancellations the day before if inclement weather is anticipated on a scheduled game date.

CARSON PARK FOOTBALL STADIUM

802 Pavilion Drive

Lighted, 100 yard field, 120 by 50 yard total

PROCEDURES

- Teams from Softball and Baseball Fields may not use the Football field without prior authorization from ECPRF, including for pregame warmups for baseball or softball games.
- 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 stand volunteers (when provided).

ADA SPECTATOR ACCESS

- Event staffs should have a plan for ADA spectator drop-off and pickup at either stadium plaza access gate location. Event staffs are responsible for monitoring access for their games, including ensuring no vehicle traffic enters the plaza area.

FULL SERVICE USE

- A maintenance employee will be assigned by ECPRF 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 as determined by ECPRF.
- 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.
- ECPRF may assign additional staffing to major games and/or special events as deemed necessary.
- The user group is responsible for providing their own announcer and scoreboard operator.

LIMITED SERVICE USE

- “Limited service” use of the field includes ONLY use of the field and access to rest rooms.
- ECPRF staff are not assigned to limited service use of Carson Football Stadium.
- Lights would be available if needed. Groups will be issued a pedestrian gate key and a light key. User group is responsible for turning on and off lights, and opening and securing the facility at the end of their event.
 - To check out a gate/light key contact the Parks Division Office at (715) 839-5039

OTHER CONSIDERATIONS

- Metal Cleats are strictly prohibited on the Carson Park Football Stadium turf.
- 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 spectator arrival.
- The souvenir sales room is assigned to UWEC. Other groups wishing to use this area of the building must arrange for that use through the Athletic Director at the University.
- Each group 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. ECPRF will provide training prior to season start if desired and requested in advance.
- 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 team. Wired data ports are available in the press box booths. WIFI access is managed by UWEC.
- 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 ECPRF.
- 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.
- User group is responsible for cleaning any blood or infectious waste (vomit) left on the field. A spill kit will be available for use, located in the Carson Park Grandstand locker room hallway near the AED cabinet. This hallway is left unlocked at all times, including for access during limited service use. The spill kit includes directions for clean-up and disposal of waste materials.
- Any damages to the field turf caused by user group actions will be the responsibility of the group.

BATHROOMS / LIGHTS / KEYS / WATER

- Water service is typically available by May 15th each spring. Portable toilets will be available until water service is available.
- Keys are not provided for the locker rooms, press box, or ticketing booths.

CONCESSION OPERATIONS

- Concession sales at Carson Football Stadium are managed by ECPRF. Further information regarding concessions is detailed later in this manual in the Concessions Operations section.

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 ECPRF.

CARSON PARK GELEIN & HOBBS SOFTBALL FIELDS

902 Half Moon Drive East, 812 Half Moon Drive East

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 ECPRF.
- 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.
- ECPRF 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 at a minimum, more if requested by the user.
- User will be responsible for setting out bases and turning on/off lights using a key checked out from ECPRF.

BATHROOMS / LIGHTS / KEYS / WATER

- Water service is typically available by May 15th each spring.
- Portable toilets will be available until water service is available.
- Keys for lighting/scoreboard control access are available for checkout from the Parks Division office at 910 Forest St. Contact (715) 839-5039 to coordinate key checkout.

GELEIN SOFTBALL FIELD

Lighted, Bases normally set @ 60'; Pitching Rubber @ 43', Outfield Fence: Left-235', Center-240', Right-235': (1) Batting Cage

- Priority reservation for this facility will be different than stated in general policies from April 15 until after the WIAA season:
 1. WIAA Games—Public Schools
 2. WIAA Games—Private Schools
 3. University of Wisconsin Eau Claire Tournaments
 4. Varsity Games—University of Wisconsin- Eau Claire
 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.
- Temporary outfield fencing at 235' distance will be added to the outfield only when WIAA playoff games are scheduled.

HOBBS SOFTBALL FIELD

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

- Priority reservation for this facility will be different than stated in general policies from April 15 until after the WIAA season:
 6. WIAA Games—Public Schools
 7. WIAA Games—Private Schools
 8. University of Wisconsin Eau Claire Tournaments
 9. Varsity Games—University of Wisconsin- Eau Claire
 10. Parks and Recreation Programs & Activities
- After the WIAA season, 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 during the reservation process. Only adult personnel are allowed to operate the scoreboard.
- Temporary outfield fencing at 235' distance will be added to the outfield only when WIAA playoff games are scheduled.

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

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 groups with a use agreement.
- ECPRF 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 use agreement.

BATHROOMS / LIGHTS / KEYS / WATER

- Water service is typically available by May 15th each spring.
- Portable toilets will be available until water service is available.
- Keys are provided only to groups with a use agreement for the Fairfax Park Baseball Fields. Contact the Parks Division Office at (715) 839-5039 to coordinate key checkout.

**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 the WIAA season.

JEFFERS PARK BASEBALL/SOFTBALL 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

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
- Bases and lights will not be available for individuals and groups without a written agreement.
- Concessions at Jeffers Park are operated jointly by the Eau Claire Girls Softball League and National Little League.

BATHROOMS / KEYS / WATER

- Water service is typically available by May 15th each spring.
- Portable toilets will be available until water service is available.
- Keys are provided only to groups with use agreements for the Jeffers Park Ballfields. Contact the Parks Division Office at (715) 839-5039 to coordinate key checkout.

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.
- 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

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 the existing 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 ECPRF.
- Any field prep charges must be paid at the time of reservation by groups without a use agreement.
- ECPRF will not normally prep (line or drag) fields for practice.
- Exclusive use of the scoreboard and press box is for Babe Ruth Baseball.
- Bases, lights, scoreboard, and AV equipment access will not be available for individuals and groups without a use agreement.
- Concession sales at Mt Simon Park are operated by Eau Claire Babe Ruth Baseball League.

BATHROOMS / KEYS / WATER

- Water service is typically available by May 15th each spring.
- Portable toilets will be available until water service is available.
- Keys are provided only to groups with use agreements for the Mt. Simon Ballfields. Contact the Parks Division Office at (715) 839-5039 to coordinate key checkout.

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’

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 ECPRF.
- 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 for 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 are unavailable during the 2nd & 3rd week in August for maintenance & layout updates.
 - Practice locations are 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 ECPRF.
- 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 ECPRF must pay all field use fees at the time of reservation.
- 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 ECPRF.

ZEPHYR HILL, KESSLER AND NEWELL FIELDS

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 ECPRF.
- Any field prep charges must be paid at the time of reservation, except for groups with a use agreement.
- ECPRF 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. ECPRF Programs
 3. Community Organizations
 4. General Community Use
- Bases and lights will not be available for individuals and groups without a use 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. ECPRF 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 use agreement.

HOBBS ICE ARENA

915 Menomonie Street, Eau Claire, WI 54703

GENERAL PROCEDURES

SCHEDULING AND MAINTENANCE OF FACILITIES

- ECPRF 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 ECPRF.

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 ECPRF 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 ECPRF at the Hobbs Operations Office. Contact rechobbsicearena@eauclairewi.gov for reservations.
- A reservation form or written request 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 12 people
 - Skates permitted

RESERVATION PROCESS

- The 12-month calendar will be divided into two scheduling periods, September through April and May through August. Scheduling requests for September-April are collected in May. Scheduling requests for May-August are collected in January.
- Reservation and schedule requests for future scheduling periods will be collected and handled once scheduling for that period begins.
- ECPRF 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.

CANCELLATIONS AND CHANGES

- A 72-hour notice is required for changes to reservations
 - A late reservation change fee will be incurred for changes made with less than 72 hours' notice.
- A 7 day notice is required for all cancellations, except for snow-day cancellations when ECASD cancels school.
 - For cancellations made with less than 7 days' notice that are not weather related, full charges will still apply.

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 same dates as last year
4. Regional Hockey Camps & Clinics with same dates as last 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 due to an unforeseen scheduling conflict, ECPRF 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. ECPRF 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. Hobbs – No Shared Profits, Soccer Park – Eau Claire United Soccer Tournament.
- 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.

ECPRF GENERAL RESPONSIBILITIES

- Concession stand operations will be supervised by ECPRF with assistance from the Recreation Program Supervisor who is the designated supervisor in charge of concessions operations.
- 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 charge 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, located in the grandstand locker room hallway of the football stadium. The spill kit includes directions for clean-up and disposal of waste materials.
- The ECPRF on-site lead will monitor the stand operations as described below.

ECPRF ON-SITE LEAD RESPONSIBILITIES

- The ECPRF on-site lead 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 ECPRF on-site lead 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 ECPRF on-site lead 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.
- The ECPRF on-site lead 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
 - If volunteers do not participate in and complete all required cleanup, no payout will be provided to the group for that event date.
 - ECPRF on-site lead 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 provide volunteers as requested by the Recreation Program Supervisor 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 Recreation Program Supervisor. Users are responsible for satellite stand staffing and set up/clean-up, and hand washing station.
- Storage spaces are not available for on-site storage of user group specific materials or supplies.
- 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 ECPRF on-site lead.
- 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.
- Groups may choose to provide volunteers, coaches, or officials with free food. This food must be recorded as waste items and will be charged at cost to the group (thereby reducing the event payout).
- 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 any ECPRF operated concession 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 ECPRF.

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 A

Facility Request Form



Eau Claire Parks & Recreation
Athletic Facility Rental Reservation Form

Form must be filled out completely or it will not be accepted for reservation
Refer to Athletic Facilities Policies & Procedures Manual for Facility Info

CONTACT INFORMATION	
Organization Name:	
Contact Name:	Contact Email:
Address:	City/State/Zip:
Home Phone:	Cell Phone:
SPORT EVENT TYPE/LOCATION OF EVENT	
<input type="checkbox"/> Carson Park Football Stadium <input type="checkbox"/> Carson Park Baseball Stadium <input type="checkbox"/> Carson Park Gelein/Hobbs Softball Field Specify: (Ex: Gelein Softball) _____ <input type="checkbox"/> Baseball/Softball Field – Bollinger, Fairfax, Jeffers, Kessler, Mt. Simon, Newell, Zephyr Specify: (Ex: Fairfax Park) _____ <input type="checkbox"/> Multi-Purpose/Soccer Field – Soccer Park, Bollinger Specify: (Ex: Soccer Park Field 3B) _____	
EVENT INFORMATION	
1. Event Name: _____	
2. Field/Facility Requested By: _____	
3. Date of Event: _____	
4. Arrival Time: _____ Time Range of Event (start and end): _____	
5. Football (Full or Limited Service?): _____ Baseball Single or DH Game?: _____	

RENTAL FEES AND CHARGES	
Carson Park Football Field	<input type="checkbox"/> \$265/hour x # of hours _____ = _____ <input type="checkbox"/> \$1,860/day (8 hours or more)
Carson Baseball	<input type="checkbox"/> \$175/Single <input type="checkbox"/> \$261/Double Header <input type="checkbox"/> \$175/Prep Between Game 2 & 3
Carson Baseball	<input type="checkbox"/> \$265/hour x # of hours _____ = _____ <input type="checkbox"/> \$1,860/day (8 hours or more)
Carson Softball (Hobbs/Gelein)	<input type="checkbox"/> \$95 x # of fields _____ = _____ <input type="checkbox"/> \$146 x # of fields _____ = _____ Weekdays <input type="checkbox"/> \$80 x # of fields _____ = _____ <input type="checkbox"/> \$112 x # of fields _____ = _____ Weekends
Baseball/Softball Field Prep	<input type="checkbox"/> \$90/ Field per date
Soccer/Football Multi-Purpose Field Reservation	<input type="checkbox"/> \$225 Soccer x # of fields _____ = _____ <input type="checkbox"/> \$325 Football
Soccer Park Fields 1-9, Bollinger Fields 1, 3, 4, 5	
Soccer/Football Multi-Purpose Field Prep	
Layout and Initial Lining	
ADDITIONAL NOTES/REQUESTS (Keys, Lights, Scoreboard, etc.)	
PAYMENT INFORMATION (Must be paid in full at time of reservation)	
TOTAL DUE:	
<input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Card #:	Expiration Date: _____ CVC Code: _____
Cardholder Signature: _____	Date: _____

Please submit form with payment information to athleticfieldscheduling@eauclairewi.gov.
 915 Menomoneie Street Eau Claire, WI 54703 Phone: 715-839-5032

APPENDIX B

General Facility Use Agreement



ACKNOWLEDGEMENT OF FACILITY USE AGREEMENT

By reserving use of City of Eau Claire athletic facilities, the reserving party or group (User) acknowledges and agrees to all of the following information. Reservation of City of Eau Claire athletic facilities is not permitted without acceptance of this facility use agreement.

WHEREAS, City owns the reserved facility or facilities, which are managed by the City of Eau Claire’s Parks, Recreation and Forestry divisions, located at 915 Menomonie Street, Eau Claire, WI 54703 and 910 Forest St, Eau Claire, WI 54703; and

WHEREAS, User desires to use 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 this agreement shall be for hourly, game, or daily terms as detailed in the attached facility reservation schedule/permit. The City of Eau Claire allows varying uses of the facility according to the attached facility reservation schedule/permit.

3) FEES: Fees for use are detailed in the City of Eau Claire’s schedule of fees and licenses located online at www.eauclairewi.gov/athleticfacilities and as detailed in the attached facility reservation schedule/permit. Fees are payable upon receipt of invoice and will be invoiced monthly for each month of reserved facility use. One-time reservations require payment at the time of reservation.

4) CONCESSIONS OPERATIONS: Concessions are operated at CITY facilities according to the Athletic Facilities Policies & Procedures policy manual located online at: www.eauclairewi.gov/athleticfacilities.

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

6) FACILITY ACCESS POLICIES, RULES, AND SCHEDULING PROCEDURES: User agrees to follow all policies and procedures regarding facility access, keys, maintenance

procedures, etc. as detailed in the Athletic Facilities Policies & Procedures policy manual located online at www.eauclairewi.gov/athleticfacilities.

7) CONDUCT POLICY: It is our goal to provide safe and inclusive activities and facilities at all times. Improper conduct including but not limited to inappropriate language, inappropriate physical contact, abuse of staff or other patrons, theft, vandalism, or any other illegal activities are not tolerated. In consideration of the safety and security of our staff and patrons, ECPRF reserves the right to remove anyone from current or future participation in or attendance at ECPRF activities or facilities in the event of improper conduct including involving ECPD if necessary.

In addition, User agrees to and accepts responsibility for following the code of conduct located on page 3 of the Athletic Facilities Policies & Procedures policy manual located online at www.eauclairewi.gov/athleticfacilities.

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 use agreement. 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.

9) SCHEDULING CONFLICT RESOLUTION

If the facility rental schedule must be changed due to an unforeseen scheduling conflict, Eau Claire Parks, Recreation, and Forestry 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: User shall not assign all or any part of the premises being reserved.

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 of City of Eau Claire athletic facilities.

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.

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

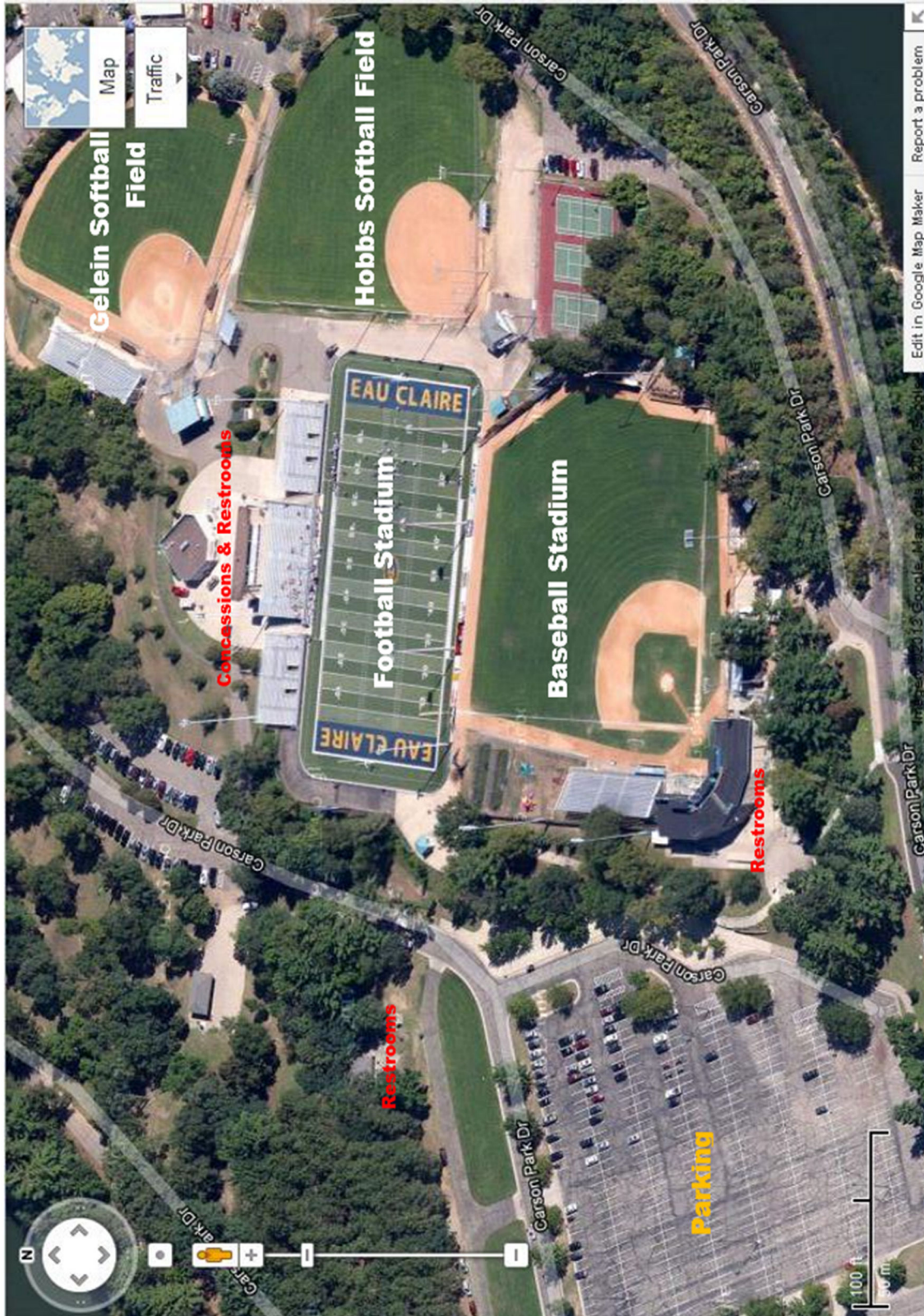
APPENDIX C

Bollinger Fields Complex



APPENDIX D

Carson Park Baseball, Football, Gelein, and Hobbs Facilities



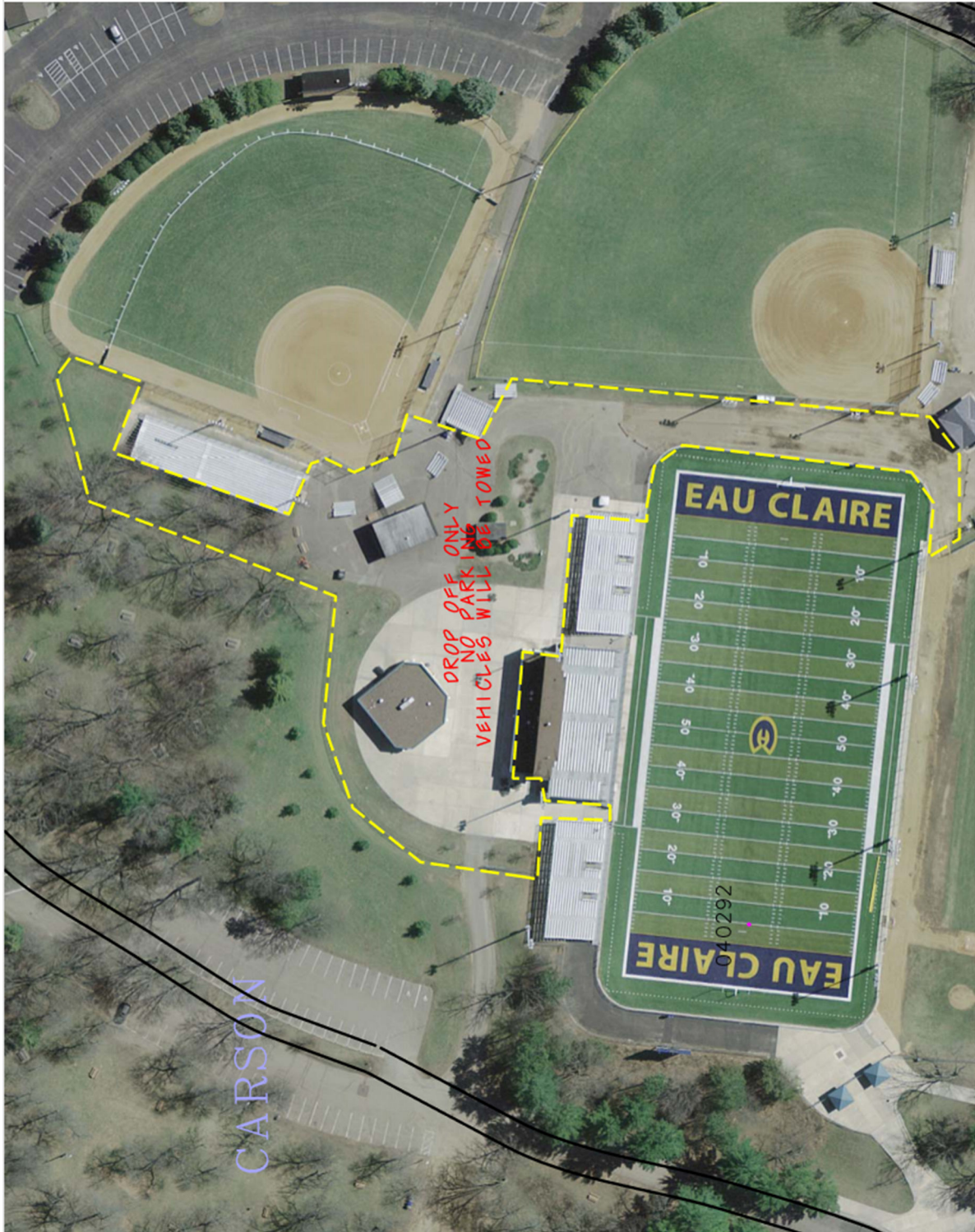
APPENDIX E

Carson Football Stadium Main Parking Lot



APPENDIX F

Carson Football Stadium No Parking Map

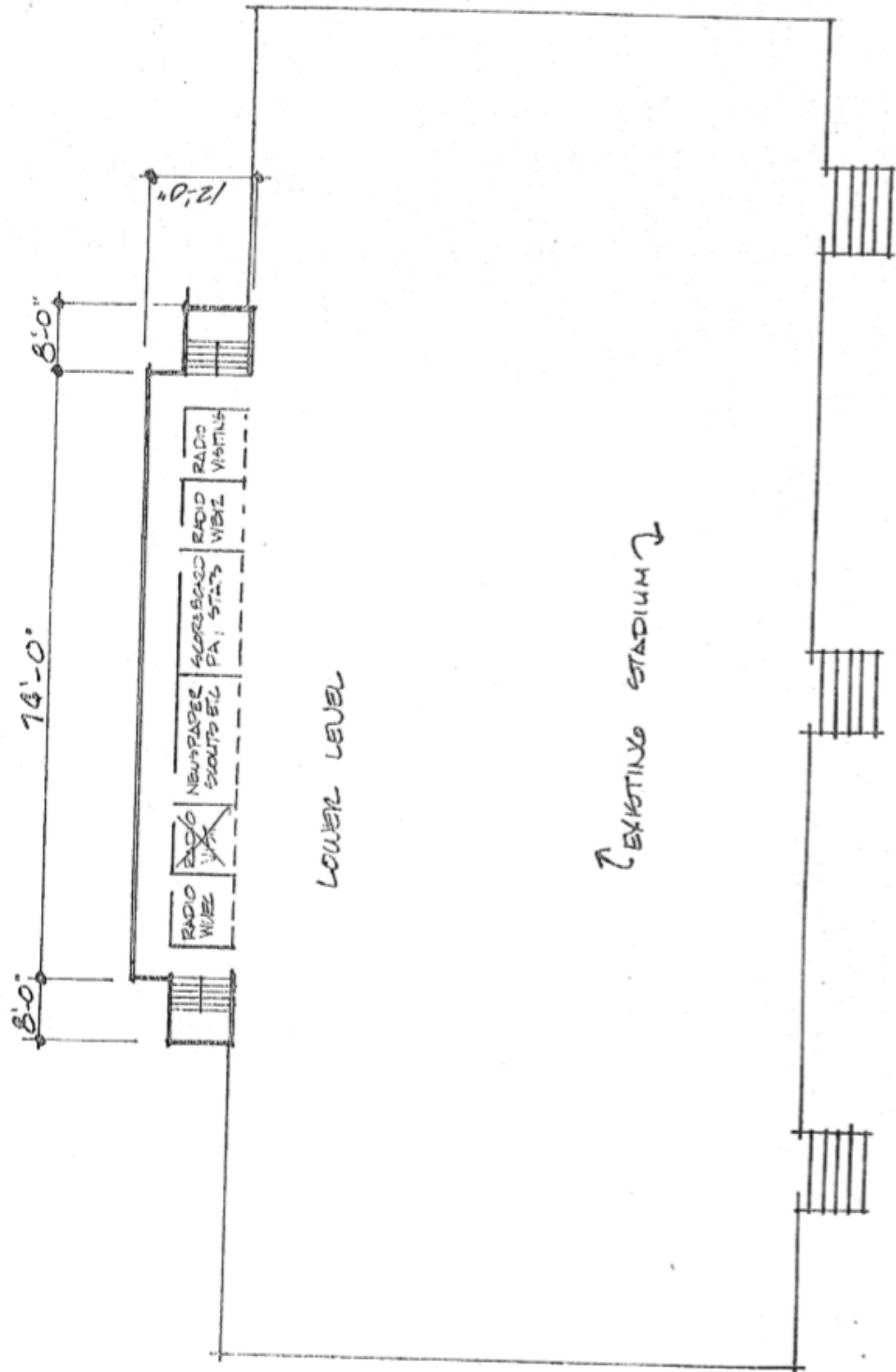


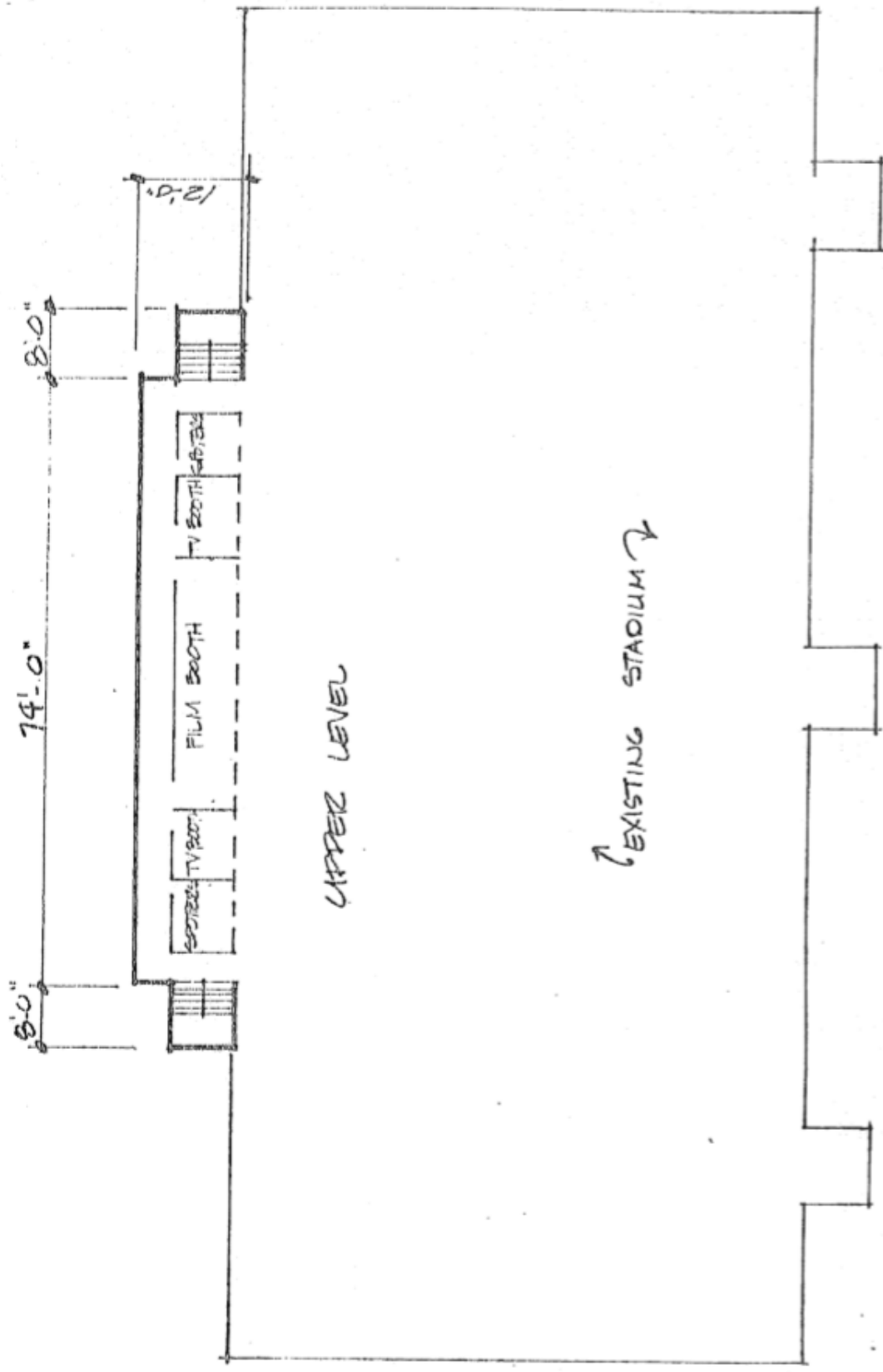
APPENDIX G

Carson Football Stadium Press Box Floor Plan

PRESS BOX PROPOSAL FOR CARSON PARK

submitted by Tim Petermann, UW-Eau Claire SID



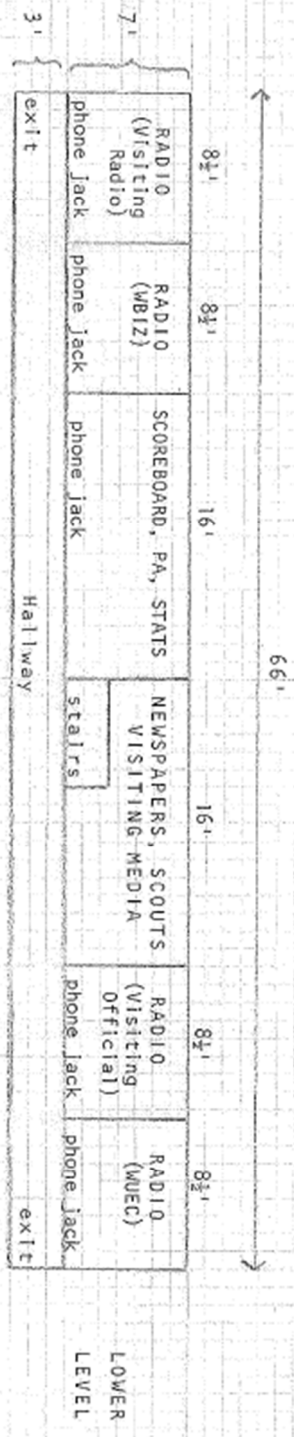


UPPER LEVEL

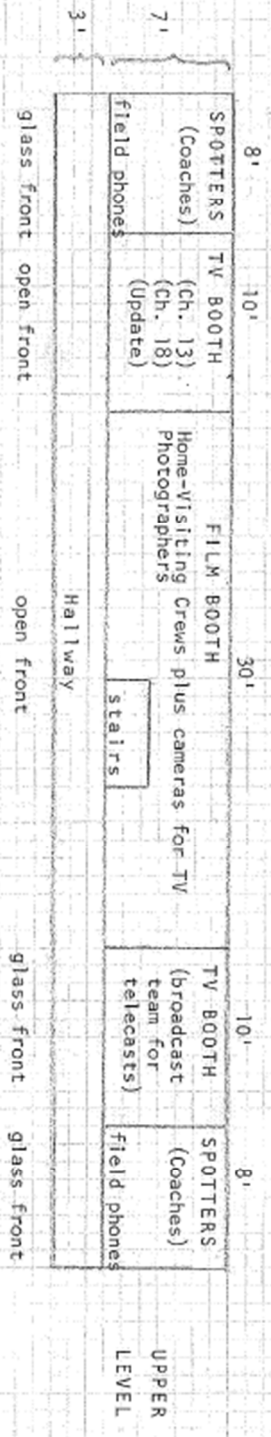
EXISTING STADIUM ↗

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

1" = 8'



all fronts on the lower level should be glass
 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

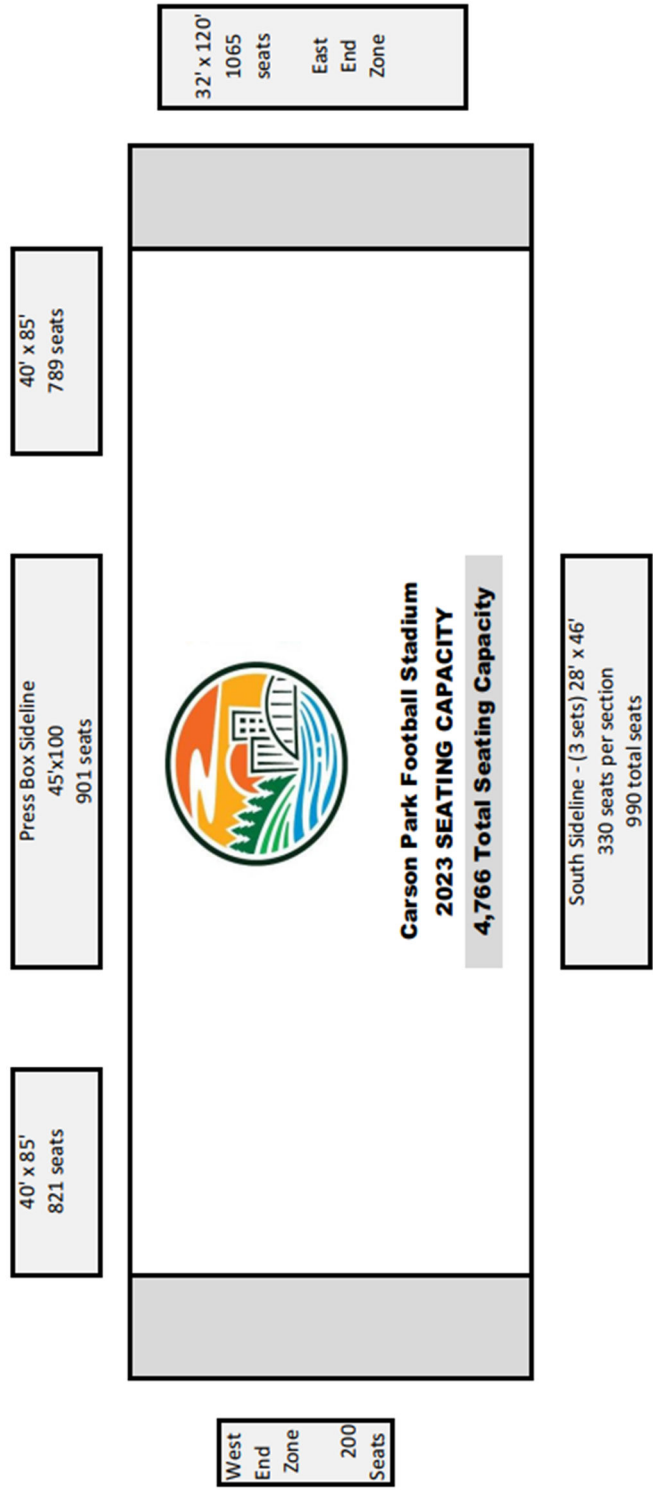
Carson Football Stadium Directions for Blood Spill Clean-Up

Spill Kit and First Aid Kit located in locker room hallway on the AED cabinet.

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 material and scoop in RED BAG (located in first aid kit).
4. Flush the contaminated area of the field with at least 5 gallons of water.
5. Leave RED BAG on ground outside locker room hallway. Do not place in regular garbage.
6. Email athleticfieldscheduling@eauclairewi.gov to notify us of the incident and need for contaminant pickup.

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

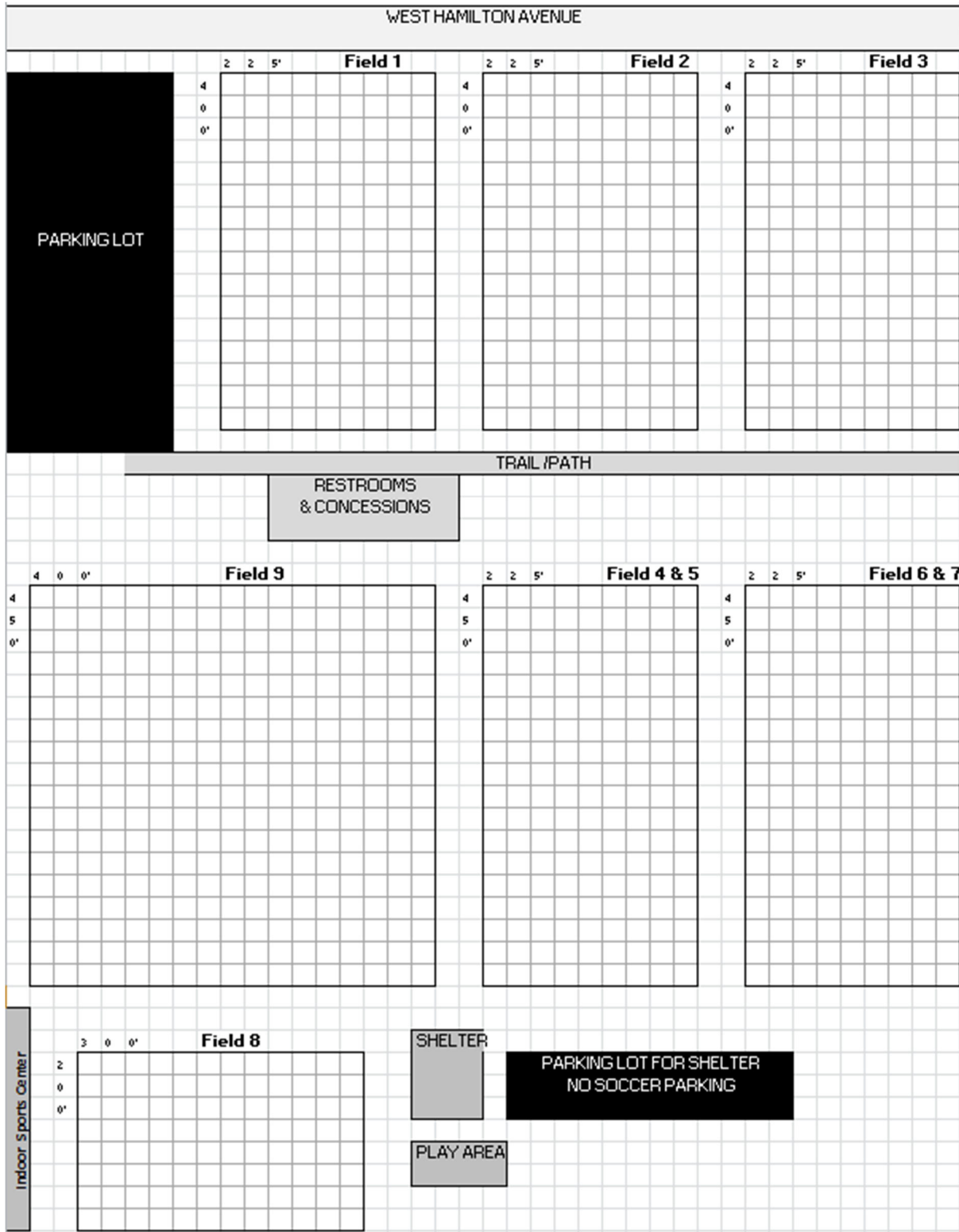
Mt. Simon Baseball Fields

MT Simon Park Upper Site Map



APPENDIX M

Soccer Park Fields



APPENDIX N

Zephyr Hill Field



APPENDIX O

Kessler Park Field



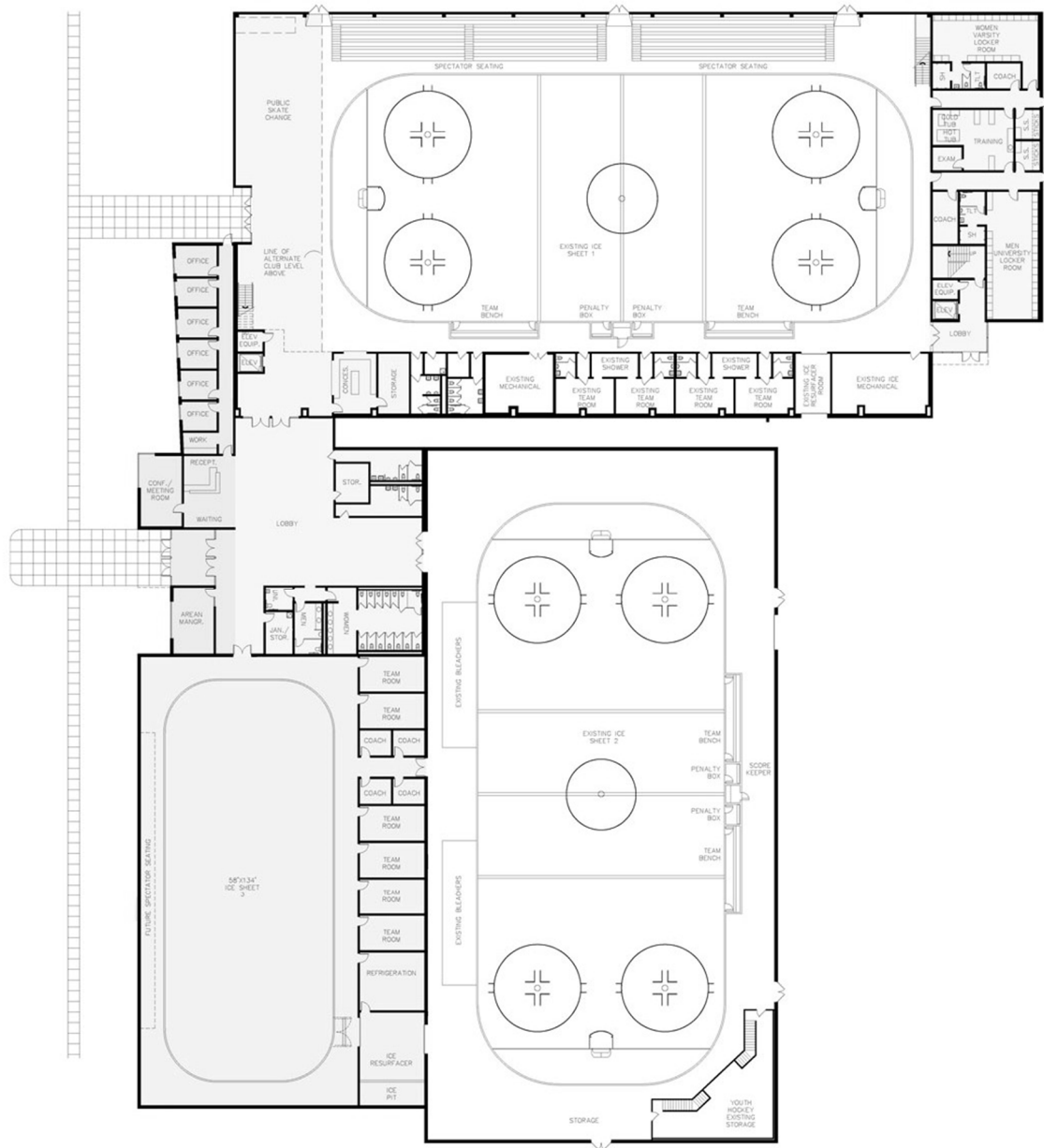
Kessler Neighborhood Park Site Map

APPENDIX P
Newell Park Field



APPENDIX Q

Hobbs Ice Arena



1st Floor

Hobbs Ice Arena

Floor Plans
Eau Claire, WI

09.24.08