

## **Athletic Department Policy for Camp Randall and Kohl Center Tours**

### **Purpose**

In order to handle the high volume of tours taking place throughout the year both at Camp Randall and the Kohl Center, the following guidelines are in place to ensure the maximum effectiveness of staff, promote the overall enjoyment of people taking part in the tours, reduce labor expenditures, and minimize the impact on facilities, event preparation, and team practices.

### **Tour Restrictions**

Public tours are not available at Camp Randall or the Kohl Center during non-business hours (including evenings and weekends).

Tours are not available to teams participating in competitions in the Madison area, such as WIAA tournaments or regular season events. This tour prohibition applies whether the competition occurs in an athletics department facility or in another facility in the Madison area (e.g., Alliant Energy Center).

Minimum age for tour groups: First grade

### **Kohl Center**

Public Tours are not available during the following situations:

- On concert days or when other special / miscellaneous events are scheduled
- During afternoon hours when UW Athletic competitions are scheduled
- When the facility is closed to the general public for any reason

Walk in tours, which are 15-20 minutes, for groups up to 10 people, are available on Tuesdays and Thursdays beginning at Noon

### **Camp Randall**

Public Tours are not available during the following situations:

- During winter months from after the last UW Football game in November until after the Spring Football Game in April – timeframe extended if needed based on weather, etc.
- Two days before and day of a home football game
- During a UW Football practice (pre-season, in-season, and spring)
- During a visiting football team practice
- When a game, special event, or practice is scheduled in the Field House or Stadium

### **Scheduling Tours**

Group tours may be scheduled at both facilities Monday – Friday starting at 9:00am, with the last tour starting no later than 3:00pm

Tour group size limits: Minimum of 10 and Maximum of 75 participants.

The length of a group tour is 45 minutes (Kohl Center) and 1 hour (Camp Randall)

Groups arriving late will have their tour shortened in order to fit within the originally scheduled time slot and maintain the overall tour schedule

Vehicle parking (including buses) is not available at the Kohl Center or Camp Randall unless advance arrangements are made with the tour scheduler

Group tour reservations must be made at least two weeks in advance of the requested tour date

**To schedule a tour, or for more information, call 608-263-5645**

***\*\*Exceptions to the policy can be made thru Senior Staff for unique situations, special guests, etc.***

Effective Date: May 5, 2009