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## EVENTS CENTER

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### GENERAL EVENT CENTER OPERATING PROCEDURES:

- Customer service including but not limited to:
  - Answer questions and providing information
  - Rental of stalls, paddocks, trailer parking, tack rooms, runs, buildings, etc
  - Inventory of stalls
  - Billing and collecting of bills
- Put down water and work the arena surface with a tractor and implement – Daily (as required)
- Check patrons for passes - during open ride times
- Enforce county and park policies pertaining to ride passes, alcohol, tobacco, dogs, etc.
- Market and sell indoor arena signs
- Inspect all toilets, sinks, urinals, drinking fountains for maintenance issues - daily
- Janitorial Responsibilities including but not limited to:
  - Trash pick-up throughout the building – Daily
  - Emptying all trash receptacles both inside and outside of the building – Daily
  - Wash and disinfect restrooms – Daily
  - Restock paper products and soap in restrooms – Daily
  - Perform preventative maintenance inspection on bathroom facilities – Daily
  - Sweep concourse of indoor arena – Daily
  - Mop, with power scrubber, concourse of indoor arena – Daily
  - Clean out bleachers and sweep – Daily (depending on show and bleacher use)
  - Clean and polish drinking fountains
  - Clean conference room - Daily:
    - Sweep
    - Mop
    - Trash pick-up
    - Dust
  - Clean offices – Daily:
    - Sweep
    - Mop
    - Empty Trash
    - Clean and disinfect staff bathroom
  - Clean Ticket office – Daily
  - Clean fair office – Daily

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## SHOW PREP

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A variety of events are hold all year long in the Salt Lake County Events Center. The Center is booked almost every weekend with such events as horse shows, horse speed events, the Salt Lake County Fair, BMX bike racing, expos and a variety of other shows. Over 75% of all shows in the Events Center are equine related. A complete list of events for every year is available at [www.slcoequestrian.org](http://www.slcoequestrian.org).

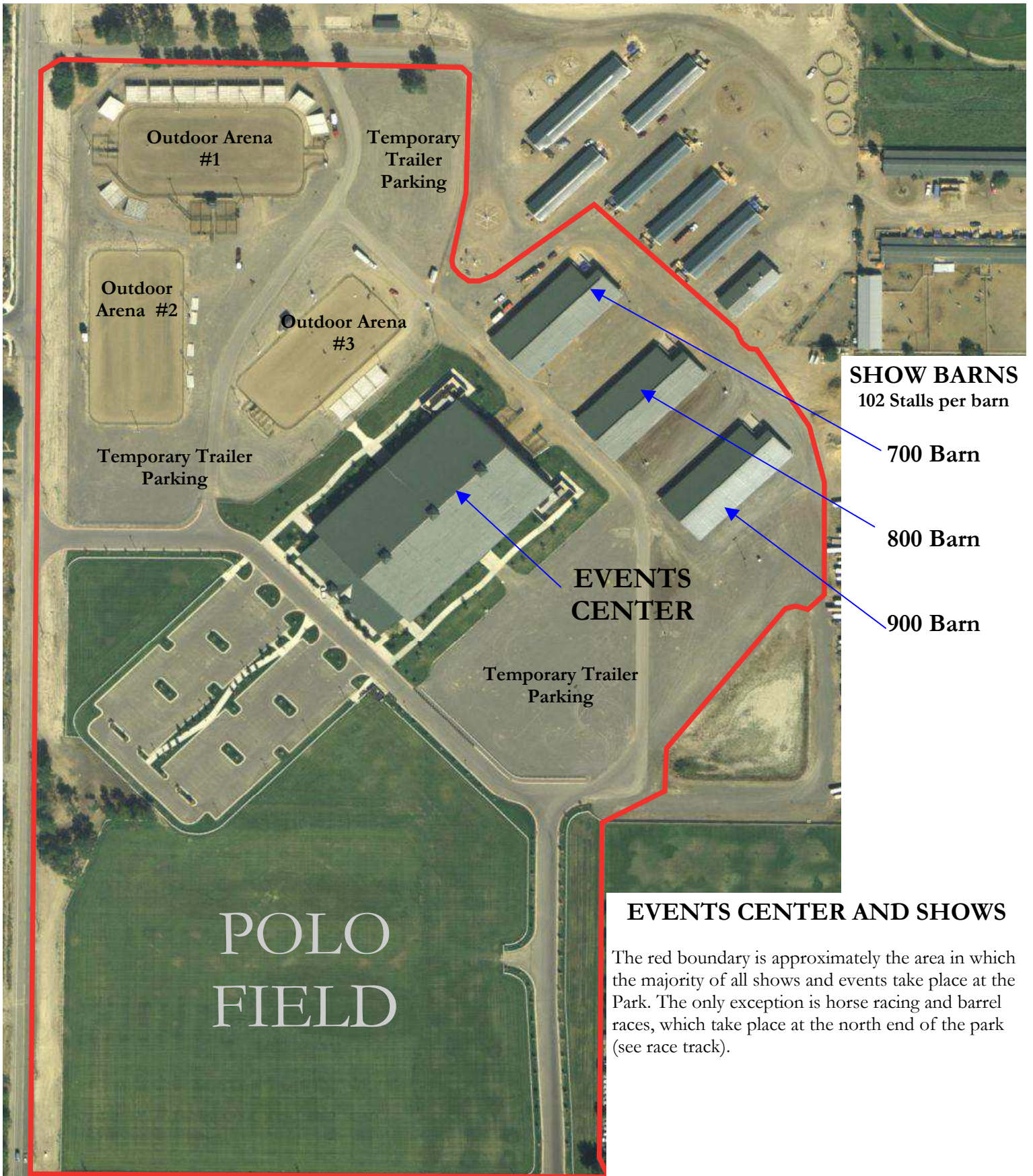
The shows needs vary from show to show and therefore show prep will vary. The following is a general list of show prep standards of operations:

- Put down water and work the arena surface with a tractor and implement
- Coordinate with show manager for arena prep & event needs
- Remove panels and/or livestock chutes
- Replace panels and/or livestock chutes
- Rearrange panels and/or livestock chutes
- Install/remove temporary plastic floor
- Grade and roll arena floor
- Pull and cut-in power to arena floor
- Pull power to concourse
- Assist in set-up and tear down of shows
- Provide tables and chairs
- Enforce county and park policies pertaining to ride passes, alcohol, tobacco, dogs, etc.
- Inventory and order both bagged and bulk shavings for shows
- Assist with sound requirements for the shows
- Prepare 306 show stalls including but not limited to:
  - Clean out stalls
  - Bed stalls with sawdust
  - Lock and unlock stalls as needed
  - Check stalls for maintenance issues
  - Sweep breezeways and shed rows
  - Remove manure
  - Pull power to show stalls
  - Pull power for RV and trailer parking
  - Daily inventory of show stalls in order to provide accurate billing
  - Inventory and maintain tools and equipment
  - Clean wash bath pads
- Set up holding pens outside of the indoor arena
- Prepare outdoor arenas (see Outdoor Arenas on page 11)
- Daily Janitorial Duties (see Events Center on page 5)
- Assist shows with scheduling and flow of their events
- Provide Concessions (see Concessions on pages 17-18)
- Assist in trouble shooting problems with the shows
- Provide staff to account for tickets sales, shavings sales, stall sales, etc.
- Deliver purchased bagged shavings to patrons
- Limit access from show barns to the boarding areas of the park and race track
- Assist with ticket taking as needed
- Provide limited security and assist with proper security measures
- Assist shows with emergencies per park policy
- Generate show bill
- Collect and deposit monies from shows
- Coordinate water and working the surface in the arena throughout the entire show
- Inventory power hook-ups for accurate billing
- Distribute, collect and evaluate show surveys

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## MAP & LAYOUT OF EVENTS CENTER

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### EVENTS CENTER AND SHOWS

The red boundary is approximately the area in which the majority of all shows and events take place at the Park. The only exception is horse racing and barrel races, which take place at the north end of the park (see race track).

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## RACE TRACK

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### DAILY RACE TRACK OPERATING PROCEDURES:

- Put down water and work track with implement – Daily, weather permitting
- Off season (Mid-June to November 1) Put down water and work track with implement – three times a week, weather permitting
- Inspect inside and outside rails of track for damage – Daily, weather permitting
- Grade track – Twice a year or as needed
- Seal track so that moisture does not penetrate too deep – As needed
- Unseal track so that it can be used – As needed
- Prepare track for race days including but not limited to:
  - Grade track
  - Spin out track
  - Level out pony horse area
  - Level out saddle paddock
  - Weed and spruce up flower beds in winners circle and by jockey yard
  - Clean and prepare jockey locker-rooms
  - Set up concessions area (see Concessions on pages 17-18)
  - Grade parking lots
  - Water down parking lots
  - Mow and trim jockey yards and viewing areas
  - Clean crows nest of race track and wash windows
  - Clean and wash down grand stands
  - Inspect and repair grandstands, saddling paddocks, jockey locker rooms, crows nest, race track rails
  - Prepare stalls for race horses
  - Clean out test barn
  - Work walker in test barn
  - Secure test barn
  - Put numbers on the face corresponding to the saddling paddock
  - Mow infield of the track
- Race Day Standards of Operation
  - Water the track the night before, depending on the weather
  - Water all parking lots
  - Water and work with a tractor and implement all horse walkers
  - Water and work with a tractor and implement pony horse area, outlying area of track, saddling paddocks
  - Rent and collect money for stalls
  - Water and work the race track prior to the start of the race
  - Assist in positioning starting gates
  - Enforce county and park policies pertaining to ride passes, alcohol, tobacco, dogs, etc.

- Race Day Standards of Operation continued...
  - Secure race track by shutting gates on the north and south boots
  - Secure around race track by limiting access to parking lots and race track
  - Water and work track in between every race
  - Water down saddling paddocks and pony horse areas in between each race
  - Assist Utah Quarter Horse Association with set-up and tear down
  - Assist photographer with set-up
  - Assist with set-up of Beer Trailer
  - Assist in set up of tables and chairs
  - Verify number of entrance tickets sold and collect money
  - Sale concessions (see Concessions on pages 17-18)
  - Stand by to quickly assist with maintenance in case of a horse going through the race track rail
  - Provide limited security including crowd control
  - Provide garbage cans and remove them after the day of racing
  
- Chariot Race Day Standards of Operation
  - Seal or unseal track as needed
  - Work track in between each race depending on weather
  - Repair and clean-up chariot gates
  - Provide limited assistance in crowd control and security
  - Open track office and assist in set-up
  - Provide garbage cans and remove them after the day of racing
  - Enforce county and park policies pertaining to ride passes, alcohol, tobacco, dogs, etc.

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## MAP AND LAYOUT OF RACE TRACK

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