



SCHOOL DISTRICT OF UPPER MORELAND TOWNSHIP

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Superintendent of Schools

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Concession Stand Guidelines

All Class I, II & III groups must submit an *Application for Use of Concession Stand by Class I, II & III Groups* in order to use the Concession Stand.

Applications should be submitted to Dawn Hurt in the Superintendent's office. Approval of requested dates will be provided by the Athletic Director to Mrs. Hurt. If required, the Food Services Director will arrange for a certified food service staff member to be on site, and determine any fees for use. Mrs. Hurt will provide the Facilities department with a copy of the approved application and will enter the information into the School Dudes calendar. A confirmation letter, and if payment is required an invoice, will be sent to the identified responsible party listed on the Application form.

Staffing and Fees would be as follows:

Full Use Option: The cost of a certified food service staff member, billed at the current hourly rate, and a minimum of one hour fee for custodial support will be billed to the group. Examples of full use include: use of the fryer, grill, coffee-maker, refrigerator, freezer and any electrical outlets, etc. A food service staff member must be present for the entire time the concession stand is in operation to supervise those operating the equipment. See clean up requirements below; failure to properly clean the equipment and remove all food items may result in additional penalty fees.

Partial Use Option: A clean up charge of one-hour (minimum) custodial support fee will be assessed. This option expands on the items in the No Use/No charge category (below) but does not allow for use of any electric or kitchen equipment. For example: expanded use at this rate permits the sale of soft pretzels, boxed pizza and pre-made coffee purchases from an outside vendor. See clean up requirements below; failure to properly clean the concession stand and remove all food items may result in additional penalty fees.

Minimal Use/No Charge Option: The cleanup fee is waived for this option. This option requires there be no use of equipment or electrical outlets. Items for sale must be pre-packaged in their entirety. An example of food and beverages permitted would be as follows: Individual bottled water, Gatorade, canned soda, wrapped candy bars, sealed bags of chips, and sealed bags of nuts, gum, pre-packaged food items such as individually-wrapped commercial packages of pastries or other items. See clean up requirements below; failure to properly clean the concession stand and remove all food items may result in additional penalty fees.

Clean Up Requirements:

- All counters and equipment need to be cleaned and sanitized after use.
 - a. Counters top and bottom sections, need to be washed with warm soapy water and sanitized appropriately.



- All refrigeration, freezer and storage areas used need to be wiped down after use; especially door handles. No food or beverages may be left in the refrigerator or freezer.
- Grill: Grease compartments from grill need to be emptied and cleaned thoroughly as well as the grill slats, flat top unit themselves, hot dog roller unit, coffee station emptied turned off and cleaned.
- Fryer: bring your own oil, empty used oil and remove from site. Do not place used oil in trash receptacle. Clean the fryer as instructed.
- Place all trash in proper receptacles provided.

Annually, the Food Service Director will coordinate training for Class II groups to be trained in the use of the equipment to support the food service staff member who is present. The Food Service Director will begin training in September and coordinate outreach to Class II groups through the Athletic Director.

Please sign and return with the Application for Use of Concession Stand:

I have read and understand the Guidelines for Use of the Concession Stand and agree to the terms.

Requesters Signature

Date

UPPER MORELAND TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR USE OF CONCESSION STAND BY
CLASS I, CLASS II AND CLASS III GROUPS

REQUESTERS NAME: _____ REQUEST DATE: _____

REQUESTERS EMAIL: _____ REQUESTERS PHONE: _____

ORGANIZATION/GROUP NAME: _____

EVENT/ACTIVITY DESCRIPTION: _____

DATE(S) REQUESTED: _____

EVENT START TIME: _____ EVENT END TIME: _____

SET UP START TIME: _____ BREAKDOWN/CLEAN UP END TIME: _____

❖ SET-UP REQUESTS – see Guidelines for Use of Concession Stand: Full Use Option Partial Use Option
 Minimal Use/No Charge Option

Full Use Option: Items that require use of the grill, coffee pot, electric outlets or any concession stand equipment will be charged the hourly rate for a food service staff member to be present and a \$35.00 "clean up" fee.

Partial Use Option: Snack food Items that do not require use of electric outlets or concession stand equipment may be sold with a \$35.00 "clean up" fee assessed. (soft pretzels, boxed donuts/coffee, fresh pizza, etc.).

Minimal Use Option: Pre-packaged food/drink items (small bags of chips/pretzels/crackers/cookies, bottled water/canned soda/juice boxes) may be sold from the concession stand. The cleanup fee will be waived for this option.

All groups using the Concession Stand are expected to leave the building clean with all food items removed and trash disposed of in proper trash receptacles. Failure to do this may result in a penalty fee.

Requester's Signature: _____ Date: _____

Athletic Director: _____ Date: _____

(signature acknowledges approval of the request)

Facilities Supervisor: _____ Date: _____

(signature acknowledges approval of the request)

Food Service Director: _____ Date: _____

(signature acknowledges approval of the request)

Full Use Option:

Food Service staff required # of Hours _____ X \$42.00 (up to \$70/hour holidays) + Clean Up fee \$35.00 = \$ _____

Partial Use Option: \$35.00 Clean Up fee only required

Minimal Use Option: Clean Up Fee Waived

❖ Penalty for Non-adherence to Guidelines: Penalty Fee Assessed \$ _____
