

## Concession Stand Guidelines

The UMTSD reserves the right to operate concession stands and other functions at its sole discretion, unless other arrangements have been made in advance.

All Class I, II & III groups must submit a signed *Application for Use of Concession Stand* and signed *Concession Stand Guidelines* in order to use the Concession Stand.

Applications should be submitted to the Superintendent's office. Approval of requested dates will be provided by the Athletic Director. 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. The Facilities department will be provided with a copy of the approved application. 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.

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Requesters Signature

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Date