

RECREATION DEPARTMENT POLICIES AND PROCEDURES

POLICY NAME: Concession Stand Operations and Outside Vendors

Policy No.: RRD11-160

Effective Date: 6/2011



1. Purpose:

- 1.1. The purpose of this policy and procedure is to provide guidelines for the use and operations of the concession/snack bar facilities that are located at the upper and lower fields, and utilized during softball tournaments and special events.

2. Responsibility:

- 2.1. The Recreation Manager is the owner of this procedure and is responsible for its maintenance and implementation. The Recreation Manager is also the process manager.

3. Policy:

- 3.1. The Rincon Recreation Department operates and maintains two (2) concession/snack bar facilities. One is located within the Sports Complex, and one is located at the upper field, below the Recreation Department Offices. No use of these facilities may occur without the expressed written approval of the Recreation Department.
- 3.2. The concession/snack bar facilities are strictly used for fund-raising and non-profit purposes only. Rincon Head Start Program and the All Tribes Charter School hold the rights for priority usage of these facilities (approved by the Rincon Tribal Council, October 2009 [GSP 300]).
- 3.3. Cleanliness and Trash Disposal
 - 3.3.1 Rincon Head Start and All Tribes Charter School are responsible for cleaning the concession/snack bar facilities after each event use. This includes:
 - *General Cleanliness*: cleaning the countertops, floors and appliances of any food residue and trash, as well as cleaning cabinets and walls from any beverage spray or spills.
 - *Trash Disposal*: limited to the debris generated and deposited within the concession/snack bar facilities.

3.3.2 The Rincon Recreation Department will contact Rincon Housing Department to clean the restrooms, and sweep up and dispose of event trash outside of the concession/snack bar facilities, including emptying all trash containers.

3.3.3 The Rincon Recreation Department will contact Rincon EPA Department to collect recyclables.

3.4. Ice Machines

3.4.1 The use of ice machines located in the concession/snack bar facilities will be included as part of Rincon Head Start and All Tribes Charter Schools use of concession equipment.

- General Use and Supply: There is no obligation to provide ice to those attending events.
- Tribal Use and Supply: The Tribe reserves the right to have access to the ice machines during Tribal Government or Recreation Department sponsored activities and events.

3.5. Outside Vendors/Concessionaires

3.5.1 No outside vendors/concessionaires shall have the right to operate a concession stand/snack bar at the sports complex or Fiesta Park during tournament or special event activities without the approval of the Recreation Department, Rincon Head Start or the All Tribes Charter School.

3.5.2 All outside concessionaires must have the approval of the Recreation Department prior to the event for concession operations. **The Recreation Department reserves the right to terminate the operations of "outside" concession vendors that are not in compliance with these policies and procedures.**


3.5.3 No other concession operations shall be permitted during events and tournaments that are in direct competition with the operations of the concession stands/snack bars except those specified in Section 3.6 of this policy.

3.6. Compatible Concession Products

3.6.1 "Outside" concession products that are compatible with concession operations by Rincon Head Start and All Tribes Charter School include the sale of:

- Ice Cream and related products
- Popcorn/Kettle Corn
- Cotton Candy
- Specialty Coffees

- 3.7. To provide concession operations for any event at the ball fields, Rincon Head Start and All Tribes Charter School shall be notified **30 days in advance** of the event(s). Should Rincon Head Start or All Tribes Charter School not be available to provide concession operations for the event(s), the renter of the facilities shall have the right to operate all concessions and pay the required rental fees and deposits as specified in GSP300 (revised June 15, 2010).
- 3.8. These policies shall not apply to the Rincon Fiesta, with the exception of Section 3.2.

Approved:	<u></u>	Date:	<u>7-25-11</u>
	Director of Tribal Administration		
Effective Date:	<u>7-25-11</u>	Approved Date:	<u>7-25-11</u>