



## Concession Stand Guidelines & Operating Understanding

The Syracuse Sports Complex is owned by the City of Syracuse, Parks and Recreation Department. All questions should be referred to Julie Slafter.

### Contact Information

Julie Slafter, Office Clerk, 402-269-2173 or 402-297-4150, e-mail [officeclerk@syracusene.com](mailto:officeclerk@syracusene.com), or [jjslafter@windstream.net](mailto:jjslafter@windstream.net)

### Product and Supplies:

\*Julie Slafter will order, stock, and pay for all product and supplies in the stand.

### Sign-up and Guidelines:

\*Prior to signing up, a group should elect one representative to communicate with the Julie Slafter. That representative will need to contact Julie Slafter. Each group will need to read and sign this agreement.

### Opening Times

Game times are available online at [syracusene.com](http://syracusene.com) parks and rec ballfield schedule. The stand will be opened at least ½ hour prior to game time. All products do not need to be available at this time, but the door has to be open. The cleaning process can be done prior to the end of the game and all products do not need to be available at the end of the game.

### Scheduling of games

Scheduling is always changing due to conflicts and Mother Nature. If a group is signed up, their games may be cancelled or they may have games added. Cancellations are available at 402-269-2601x4. Weather cancellations will be made by 3:30 p.m. the day of the game if during the week. Stand workers will not be called unless it is a sudden change. I will let you know as soon as I know!!

### Minimum Number of adult workers

1 field=2 workers, 2 fields=3 workers, 3 fields= 4 workers, 4 fields=5 workers. Adults must be 19 years old. No children in the stand.

### Description & duties of workers

“How-to” signs will be posted throughout the stand. Some of the opening duties may include making popcorn, warming up hot dogs/hamburgers/polish dogs, and other items as needed. Workers will be able to count money, make change, hand out drinks and other food items. Some of the closing duties include wiping down counters, sweeping, taking out the trash, restocking, and dishes. Customer service is very important!

### Trash Pickup

Coaches, players, and fans must pick up all trash in the dugouts and around the fields and bleachers. Concession stand workers will pick up any other trash around concession stand.

### Food & Drink

No outside food and drink can be brought in during any games except water for the players. This will be strictly enforced.

### Income disbursement to groups

Groups will receive 25% of the gross profits for the evening. If you do not make a profit of more than \$50.00 a night the City will pay \$50.00. First round of disbursement will be cut June 15 and the 2<sup>nd</sup> on August 15. Any other disbursement will take place after the last game of the season. The Department will keep track of dates worked and income earned for every date.

Group Cancellations

Cancellations must be made at least 5 days prior to date. If made less than 5 days prior to date the group must find another group to work in the stand or the group will not have the privilege of working in the stand.

Key, Money bag, and delivery

Each day a money bag with \$300 change and a key will be available at City Hall by 10:00 a.m. A representative will need to pick this up by City Hall closing time (4:30 p.m.) the day of the game. If you have a weekend game, the bag must be picked up on Friday. At the end of the games, all money must be counted down by 2 workers. The key and money bag need to be dropped in the night deposit at City Hall immediately after leaving the complex. Your key will open the front gate and concession stand door.

General facility rules as stated on entrance board

- \*No outside food or beverages allowed into complex area. Only teams playing are allowed to bring their own water containers.
- \*For your personal safety and protection please be alert to flying balls and bats that may leave the playing field.
- \*Batting or throwing balls into the fence is prohibited.
- \*No pet, bikes, or skateboards allowed inside complex area.
- \*No alcohol allowed.
- \*Authorized vehicles only.

Group \_\_\_\_\_

Representative \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address for check \_\_\_\_\_

Signature \_\_\_\_\_

Faxes and scanned copies are considered originals.