



## 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 the Parks and Recreation Director.

### Contact Information

Lynn Wilhelm, Syracuse Parks and Recreation Director, 402-269-2601x1, e-mail [lnwilhelm@windstream.net](mailto:lnwilhelm@windstream.net).

### Product and Supplies:

\*The Syracuse Parks and Recreation Department will order, stock, and pay for all product and supplies in the stand. Groups will be asked to take a small inventory at the end of the day.

### Sign-up and Guidelines:

\*Prior to signing up, a group should elect one representative to communicate with the Parks & Recreation Department. That representative will need to contact the Dept. by calling 402-269-2601x1 or e-mailing [lnwilhelm@windstream.net](mailto:lnwilhelm@windstream.net). Each group will need to read and sign this agreement. Sign up can be done by calling or e-mailing. Groups will be able to have 4 dates on the schedule at one time. Once they are done with one of them, they can schedule another. Games and groups will be online at [http://www.syracuse.com/parksandrec\\_ballfieldschedule.pdf](http://www.syracuse.com/parksandrec_ballfieldschedule.pdf). As soon as schedules are available, they will be posted and ready for sign up. Not all schedules are available at the same time, but all schedules are normally to the Dept. by May 1.

### Opening Times

Game times are available online at the above link. 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. Many umpires and coaches will need to get into the stand before the game for equipment and scoreboards and the concession personnel will have the key!! The stand will remain open until 10 minutes after the final game. Equipment will need to be put back into the stand and players may want items. 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.

### Minimum Number of adult workers

1 field=2 workers, 2 fields=3 workers, 3 fields= 4 workers, 4 fields=5 workers. Adults are considered 19 years old. Additional workers must be at least 16 years old to work in the stand. 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 nacho meat, sloppy Joes, hot 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. Concession stand workers will pick up any other trash at the end of the games.

### 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 10% of the gross profits for the evening. For example - \$1000 gross profits, group receives \$100. 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 \$100 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.

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.