

## SILVER SPRING TOWNSHIP

# Concession Stand Policies & Procedures

The purpose of the policy is to assist facility users in safeguarding public health and ensuring that food products stored, prepared, distributed and sold on Township property is done in accordance with regulations by the Pennsylvania Department of Agriculture, provisions set forth in Chapter 46 of the Pennsylvania Food Code, and Silver Spring Township.

### Section 1. General Rules

- No outside vendors or concessionaires are permitted to operate the concession without prior written consent.
- Subleasing is not permitted
- At least one (1) authorized representative must be present at all times
- **Those under the age of 16 are NOT permitted in food prep areas while food is being prepared**
- The Township reserves the right to remove any items that may cause injury or harm
- Doors to the concession must be closed when food is being prepared
- Appliances and lights must be turned off when the concession is not in use
- The concession must be locked when it is not in use. This includes roll-up windows.
- A minimum clearance of thirty-six (36) inches shall be maintained inside the concession area when in use

### Section 2. Food Preparation

- Refer to Chapter 46 of the Pennsylvania Food Code for food preparation & storage requirements
- Oil for the fryer is supplied by the facility user
- Do not fry fish or seafood products in the fryer
- Preparing and serving food and drinks must be done in a clean, safe, sanitary manner
- Do not handle ice without using clean, sanitized utensils

### Section 3. Cleaning & Sanitizing

- Appliances and equipment, interior and exterior, must be clean
- Floors and counters in and around the concession must be cleaned. Remove grease using an abrasive scrub brush, soap, and warm water on floors
- **FRYER**: Remove or replenish oil at the end of the use, or as needed. To clean, remove oil, fill fryer with water and add a small amount of dish degreaser. Turn on and let water boil for 5 minutes. Baskets should be lowered to be cleaned at the same time. Drain water and fill again to rinse out. Clean covers on fryers, replace oil (not hot) and set baskets above. Contact Township staff if you need assistance.
- **GRILL**: Scour the surface when it's warm, with a pumice brick, coating the surface with a thin layer of oil afterwards to prevent rust. **Do not clean the surface with water**. Pumice bricks are located in the cabinet behind the grill. Empty and clean drip trays, grill hood and/or walls surrounding.

### Section 4. Loading & Unloading Supplies

- Motorized vehicles are not permitted on the grass when it is frozen or too wet, and shall not block access to facilities.
- Cars, trucks, SUVs, and so forth cannot be idle and are not permitted in any area other than designated parking lots.
- Supplies must be hauled from the vehicle to the concession.

### Section 5. Keys

- Keys will be issued during the initial walk-through and must be returned within 4 weeks of the concession agreement end date. Only authorized key holders noted on the application are permitted to access the concession
- Lost and/or unreturned keys will be replaced at the cost of the user.
- Making copies of facility keys and/or installing locks of any kind is prohibited
- Damages or loss to the facility during the intended use, as a result of lost keys, will be incurred by the user

## **Section 6. Equipment, Supplies, Storage**

- Supplies shall be kept in a closed container and placed on a shelf or in a cabinet. Small animals, bugs or insects may enter the facility and can cause damage if not stored properly stored
- The refrigerator shall be set to 34° F and the freezer shall be set to 0° F.
- No outside equipment is permitted without prior written approval
- No food or drink items are permitted on the ground. They must be stored on a skid or in a locked cabinet
- Provide your own locks for cabinets, unless instructed otherwise
- Items stored on top of refrigerators, freezers, ice machines may be removed
- The Township is not responsible for food spoilage. The storage of food or beverages in freezer/cooler unit, cabinets or any other area in the concession building is at the risk of the user.
- Outdoor grills are not permitted in the park without prior written approval
- Propane and/or gas tanks can NOT be stored in the concession for any reason

## **Section 7. Restrooms**

- Restrooms are unlocked during normal park hours; sunrise to sunset. In some cases, officers may be delayed in opening and closing restrooms due to unforeseen circumstances. To request assistance, please call 570-971-9383 or the police non-emergency line; 238-9676
- Restock toilet paper, paper towels, soap and sanitizer as needed for larger games or tournaments.
- Requests for toiletries must be made 2 weeks prior to large game or tournaments

## **Section 8. Trash & Recycling**

- Place trash in and around the concession into the dumpsters on a weekly basis. This includes trash underneath the pavilion that does not fit into the receptacle. This should be done frequently on warm days.
- Facility users must provide their own trash bags for high-volume events

## **Section 9. Damage & Repair**

- Notify staff immediately if equipment malfunctions. Report concerns to the Rec Office by calling 717-766-1657. Leave a message with your name, date of the request and a detailed message.
- The Township will assess the cost of repair or replacement of damaged equipment and may charge the applicant accordingly
- If the fire suppression system is discharged by the Facility User, Silver Spring Township will assess the cost of clean-up and system recharge, and charge the applicant accordingly

## **Section 10. Termination of Use**

- Silver Spring Township reserves the right to terminate the use of any concession facility by any organization, group, or agency. Upon termination of the agreement, issued keys must be returned within 7 days of the date of termination. Keys must be returned to the Township Administrative Office, 8 Flowers Drive, Mechanicsburg, PA 17050, between 8am and 4pm, Monday-Friday. Keys can be dropped into a locked box after regular business hours. This locked box is located at 8 Flowers Drive, Mechanicsburg, PA 17050.
- Upon termination, all supplies and equipment brought into the facility must be removed and the facility must be cleaned within 7 days of the date of termination.

**Section 11. Application Process:** Applications must be submitted a minimum of 21 days in advance of the intended use. If approved, both parties will review and sign the Concession Agreement

**Section 12. Food License:** The Facility User must provide proof of their current Pennsylvania Food License, if the user group is an adult sports league that plans on operating for more than 3 days in a calendar year or a youth sports groups that is for profit. The groups that are exempt from this requirement are the sports groups who are non-profit, or a group that operates the concession stand for less than 3 days in a calendar year.

This can be obtained each year at [www.EatSafePA.com](http://www.EatSafePA.com) and costs \$14 for a temporary license (4-14 days).

**Section 13. Certificate of Insurance:** Applicants must maintain policies of general liability insurance providing coverage against all claims arising directly or indirectly out of the Concession Agreement and the services to be provided by the Facility User. Coverage must include food, beverage, product, operations, and general liability. Such insurance policies shall provide limits of not less than One Million Dollars (\$1,000,000) per occurrence and shall be maintained in effect throughout the term of the Concession Agreement. Silver Spring Township shall be named as additional insured and

certificate holder on the policies. Certificates of insurance shall be provided to Silver Spring Township prior to operating the concession stand.

**Section 14. Concession Rental Fees:** Fees are assessed per day of use during park hours. Tournament single day fees apply only for days when tournaments are being held. Weekly rates include 7 days of use and do not need to be consecutive. Concession fees do not apply for practice days. A schedule of practice and games must be provided to the Township in advance.

Paul Walters Memorial Park Concession

Security Deposit (refundable)	\$100.00
Tournament Single Day Use	\$35.00
Weekly Rate	\$20.00

Stony Ridge Park Concession

Security Deposit (refundable)	\$200.00
Tournament Single Day Use	\$50.00
Weekly Rate	\$35.00

**Cancellations** made thirty-one (31) days or more prior to the term of the agreement, will receive a refund for the amount paid, minus a 25% administrative fee. Cancellations made thirty (30) days or less prior to the term of agreement, will receive a 50% refund of their daily concession fee. Cancellations must be made in writing.

**CHECKLIST**

Submit the below information to Silver Spring Township, Attn: Recreation, 8 Flowers Drive, Mechanicsburg, PA 17050 or email [parkinfo@sstwp.org](mailto:parkinfo@sstwp.org)

- Complete and submit the concession application and applicable fees
- Submit the Liability Insurance Certificate with a \$1,000,000 limit, listing Silver Spring Township additional insured
- Submit a copy of your current Food Permit License, if required. Display a copy in the concession for the public to see
- Schedule an opening walk-through with Township staff, once approved