



PARKS, RECREATION &
COMMUNITY SERVICES

CONCESSION BUILDING POLICY

Approved By: *Janette J. Smykal*
Parks, Recreation & Community Services Director

Date: 3/15/2021

Established: September 20, 2019

BACKGROUND

It is in the interest of the Parks, Recreation & Community Services Department to provide facilities that augment recreation opportunities and support leisure service provided to the community by both the Town and other interested organizations and individuals.

PURPOSE

To establish requirements and conditions for the approval and use of a concession building at a park.

AUTHORITY

The Department shall preserve the right and discretion to restrict or permit access to properties owned or operated by the Department and establish conditions of use.

DEFINITIONS

Department: Town of Sahuarita Parks, Recreation & Community Services Department

Director: Town of Sahuarita Parks, Recreation & Community Services Director or designee

POLICY

General:

- The use of a concession building is allowed only when in conjunction with a field rental or program that has also been approved and issued a permit for the same park location.
- The permittee is responsible for providing the necessary appliances, equipment, and supplies for food/beverage sale and distribution; Department makes no commitment to permittee other than for the building "shell."
 - The size, quantity and amperage of equipment proposed by applicant will be reviewed by the Department for appropriateness; limitations may be applied.
- The storage of appliances, equipment, and supplies on the premises overnight or between operational periods has the potential of rendering the building unusable by other groups, therefore, storage requires additional review and written permission from the Director.
 - Overnight storage is prohibited at Anza Trail School Park.
 - Overnight storage may be non-exclusive (example: more than one permittee is granted approval to leave a refrigerator in the building).
- The permittee will sign for a key at the Anamax Recreation Center during normal business hours, one business day in advance, and return the key within one business day upon permit expiration.
- The permittee is responsible for cleaning the premises.
- The permittee is responsible for maintaining a three foot clearance around, and access to, the electrical panel.

- The permittee is responsible for obtaining other necessary permits and licenses for the operation of a food/beverage concession, including, but not limited to, Business License, Health Permit, Food Handlers Certification.
- Once the permit period ends, the permittee will promptly remove all personal property.
- Failure to remove all personal property promptly upon permit expiration may result in removal and disposal by the Department without further notice.
- Failure to return issued key, and duplication of keys, will result in additional charge(s).

Recognized Sports Organization (RSO):

- A RSO may be given priority over the general public.
- A RSO may request a concession building rental at park locations where fields have been allocated to them for seasonal use.
- If multiple leagues use the same fields and request concession building use, those leagues will have equitable consideration during the allocation process to request concession permits.
- Except for menu items and pricing, signs informing the general public of other league business are not allowed to be posted at or on the concession building.

Permit Required/Application

- Individuals, groups and organizations that desire to use a concession building must apply for a permit on a form designated by the Department.
- The application will be reviewed by Department staff for completeness; incomplete applications, such as insufficient detail on the type of appliances, equipment, and supplies that will be used at the concession building, will delay processing until all requested information is provided.
- Staff will determine if sufficient capacity, space, and/or requested date/time is available at the requested location.
- Applicant must sign a "Hold Harmless Agreement."
- Applicant must remit concession building rental fees, as applicable, in advance of use.