

COMMUNITY 6.0

POLICY: 6.8

CONCESSIONS

The Centennial School Board recognizes that guidelines need to be established for the operation of concessions.

The Superintendent is responsible for the implementation of this policy.

Policy: 6.8

Adopted:.....08/19/08

.....03/10/09

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I. Definitions

- A. Support Group – A group of volunteers designated to support a District supported student group. Examples include booster organizations and club parents.
- B. Primary Support Group – The support group whose student group is the participant in the event.
- C. Concession Manager – The person or persons designated by the District to oversee the operations of the concession facilities within the District.

II. Concessions – Availability

- A. Concessions will be open for use by booster and community groups for all events held at the stadium and the indoor sports facilities when the Primary Support Group notifies the Athletic Director of its request at least ten (10) days in advance of the event. The minimum requirement of ten (10) days advance notice should be waived for events scheduled on short notice, such as District and/or PIAA playoff games.
- B. Concession stands may open up to one (1) hour before each event to provide time for concession setup and pre-event sales.
- C. Community and booster groups will be assigned to staff events based on historic involvement and/or on a lottery basis and a formula will provide each booster group and community organization with a proportional share of concession stand profits in order to support on-going fund raising activities.

III. Concessions - Management

- A. Management of all concession stands including use by outside groups will be under the direction of the Concession Manager.
- B. When the Stadium Manager is on duty, he/she will collect and deposit all concession stand income.
- C. Centennial School District will establish a Concession Stand Fund under the direction of the Business Office to handle all revenues and expenses associated with the William Tennent High School concession stands. This Fund will have a separate bank account and set of books needed to run the stands as a separate enterprise from the District's cafeteria program.

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- D. Community and booster groups who use the athletic facilities will be permitted to sell clothing and souvenirs on site. Non-food items may not compete with items that may be sold in the concession stand.
- E. Food must be ordered through the District via the stadium account and beverage orders must comply with the prevailing contract that is in effect (e.g. Coca Cola).

IV. Concession Stand Staffing

- A. The Concession Manager will assess the need for staff for an event.
- B. The Primary Support Group is generally expected to fully staff its events.
- C. When the Primary Support Group cannot provide enough support to staff a concession stand for an event, other support groups may supply the event with staffing at the concession. The Concession Manager will provide a mechanism to collect requests and determine what group will get to staff the event.
- D. Where two events occur simultaneously, the Concession Manager will determine which team shall be designated as the Primary Support Group on a fair basis to afford all groups an equal opportunity to receive compensation for staffing the concession stand.
- E. When two events overlap in time, the Primary Support Groups will share the staffing in the concession stand. If one of the Primary Support Groups cannot fulfill their level of support, the following priority list will be used to fill the remaining staffing:
 - 1. The other Primary Support Group sharing the work
 - 2. Other support groups
- F. Where two (or more) events are consecutive to each other on the same day, the Concession Manager may designate two (or more) Primary Support Groups to operate the concession stand in succession to each other with a separate accounting of sales and earned commissions for each event.

V. Support Group Compensation

- A. Support groups receive 80% of the profits in return for their concession staffing.
- B. When multiple groups share in the staffing of the concession stand for an event, the 80% will be divided among the support groups who shared in the staffing. The level of reimbursement will be directly proportional to the amount of staffing. (For example, if it is to be determined that 5 people are required to staff the concession stand, and the Primary Support Group supplies 3 people, and two other groups provide a person each, the Primary Support Group would receive 60% of the 80%, or 48%, and the other two groups would receive 20% of the 80%, or 16% each.)