

**Recreational Sports Food & Drink Concessions and Merchandise Sales Policies
2007-2008 (7-12-07)**

The sale/distribution of foods, drinks and merchandise within any Recreational Sports facility (Student Recreation Center, Perry Field House, Ice Arena or Forrest Creason Golf Course) must adhere to Recreational Sports policies and requires the approval of the Recreational Sports Department. Please review the following policies below when planning your next event at a Recreational Sports facility.

The following are basic policies that are required to be followed when planning for drink sales within Recreational Sports facilities.

General Policy Statements: Cold Drink Sales

- Two options available:
 - A) Recreational Sports will order, distribute/sell, provide staffing and receive exclusive revenues for all cold drink sales within our facilities during group rentals/events. Or,
 - B) Rental groups can provide staffing/volunteers to sell cold drinks for Recreational Sports. Rental groups will receive twenty percent (20%) of the gross revenue of all cold drink sales.
- If rental group chooses option B):
 1. All cold drink products must be university approved (Coke products). Please contact the appropriate Recreational Sports contact person (see below) for product lists.
 2. Recreational Sports will order all cold drink products and transport them to the concessions areas. One electric full-size double-door cooler will be provided by Recreational Sports. Additional ice coolers can be provided by rental groups (if necessary).
 3. Recreational Sports must have a minimum advance notice of seven business days to place drink orders.
 4. Cold drink retail prices are established by Recreational Sports and are subject to change without notice.
 5. Minimum retail pricing includes; Bottled water: \$2.00, Soda-Pop: \$2.00, Sports Drink: \$2.50 (all bottles are 20 oz.). Note: rental groups have the ability to increase retail drink pricing.
 6. Recreational Sports must approve all drink price increases above the minimum.
 7. Rental groups are responsible for stocking the drink cooler throughout the event.
 8. Recreational Sports will produce and disseminate a final billing statement to the rental group for payment.
- Rental groups can provide hot beverages (approved by Recreational Sports), and keep all proceeds. Hot beverages could include; coffee, teas, cider, etc.).

The following are basic policies that are required to be followed to minimize the transmission of foodborne disease. Some or many of these guidelines may not be applicable to your specific event.

General Policy Statements: Food Sales

- The sale of perishable foods requires the approval and licensing of the Wood County Health Department. "Perishable foods" should be considered as those which because of their composition are considered potentially hazardous in their potential to transmit foodborne disease pathogens. Such foods would include: meats, items containing dairy products, eggs, and other foods that contain protein.
- Rental groups have full control of food sales within Recreational Sports facilities as long as BGSU safe food handling policies have been followed. Note: Recreational Sports has the authority to allow/deny all food requests.
- Any food served to the public on the BGSU campus must be managed according to BGSU's safe food handling policies. These policies can be found at: <http://www.bgsu.edu/offices/envhs/page21560.html>
- All events where food is to be sold or requires a donation must be evaluated by Environmental Health and Safety to determine if a temporary food service license must be purchased from the Wood County Health Department for that event.
- If a BGSU student organization event involves a request for food brought in from a source other than University Dining Services, a "Standard Food Policy Exception Form" must be processed. The exception will not be approved unless all required signatures are secured at least one week in advance.
- The approval of the food service exception is the responsibility of the facility manager(s) or designee of the specific facility/area where the service is being provided and/or facility manager(s) responsible for the reservation of that area. Within Recreational Sports, those facility manager(s) are:

-Student Recreation Center:	Dave Hollinger	419-372-7477
-Perry Field House:	Tom Wright	419-372-8686
-Ice Arena:	Buddy Powers	419-372-2764
-Forrest Creason Golf Course:	Kurt Thomas	419-372-2674

General Policy Statements: Merchandise Sales

The following are basic policies that are required to be followed when planning for merchandise sales within Recreational Sports facilities.

- Rental groups have full control of merchandise sales within Recreational Sports facilities as long as BGSU licensing and trademark requirements have been followed. Note: Recreational Sports has the authority to allow/deny all merchandise requests.
- Recreational Sports must approve all merchandise sales locations.
- Rental groups are required to pay a fee of \$80/vendor per day to sell merchandise. Rental groups will be notified of table fees at least seven business days prior to the event.
- Recreational Sports must have a minimum advance vendor or merchandise sales request notice of 14 business days.
- Rental groups are responsible for providing all merchandise display materials (4-way racks, hangers, etc.).
- Rental groups can rent tables and chairs from BGSU for an additional cost of \$4.00/table and \$.50/chair, or they can supply their own. Recreational Sports must have a minimum advance notice of 14 days for all table and chair requests.
- Recreational Sports is not responsible for lost or stolen merchandise. Rental groups are fully responsible for securing merchandise throughout the events.