

**Department of Recreation and Wellness
Food & Drink Concessions, Merchandise Sales, and Sponsorship Policies
2009-2010**

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

The following are basic policies that are required to be followed when planning for drink sales within Recreation and Wellness facilities.

General Policy Statements: Cold Drink Sales

- Two options available:
 - A) Recreation and Wellness 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 Recreation and Wellness. 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 Recreation and Wellness contact person (see below) for product lists.
 2. Recreation and Wellness will order all cold drink products and transport them to the concessions areas. One electric full-size double-door cooler will be provided by Recreation and Wellness. Additional ice coolers can be provided by rental groups (if necessary).
 3. Recreation and Wellness must have a minimum advance notice of seven business days to place drink orders.
 4. Cold drink retail prices are established by Recreation and Wellness 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. Recreation and Wellness must approve all drink price increases above the minimum.
 7. Rental groups are responsible for stocking the drink cooler throughout the event.
 8. Recreation and Wellness will produce and disseminate a final billing statement to the rental group for payment.
- Rental groups can provide hot beverages (approved by Recreation and Wellness), 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 food borne 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 food borne 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 Recreation and Wellness facilities as long as BGSU safe food handling policies have been followed. Note: Recreation and Wellness 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 Recreation and Wellness, those facility manager(s) are:

Student Recreation Center	Dave Hollinger.....	419-372-7477
Perry Field House	Lona Leck	419-372-7235
Ice Arena.....	Laura Dunn	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 Recreation and Wellness facilities.

- Rental groups have full control of merchandise sales within Recreation and Wellness facilities as long as BGSU licensing and trademark requirements have been followed. Note: Recreation and Wellness has the authority to allow/deny all merchandise requests.
- Recreation and Wellness must approve all merchandise sales locations.

- Rental groups are required to pay a fee of \$100/vendor per day to sell merchandise. Rental groups will be notified of table fees at least seven business days prior to the event.
- Recreation and Wellness 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 \$5.00/table and \$.75/chair, or they can supply their own. Recreation and Wellness must have a minimum advance notice of 14 days for all table and chair requests.
- Recreation and Wellness is not responsible for lost or stolen merchandise. Rental groups are fully responsible for securing merchandise throughout the events.

General Policy Statements: External Sponsorship

The following are basic policies that are required to be followed for groups who wish to provide outside sponsorship products and/or advertising when reserving/renting Recreation and Wellness facilities.

- Such sponsorship would be allowed as long as the companies or services do not directly compete or have a competitive advantage with the products/services offered within Rec Sports facilities.
- To this end, before solidifying sponsorship ventures for events hosted within any Recreation and Wellness facility, the reserving group must provide a listing of all prospective sponsoring companies/organizations to the facility contact person for approval, a minimum of two weeks prior to the event date.
- The reserving group must clearly state whether a) sponsor signage would be displayed during events, and b) products would be sold or handed out.