

**3341-2-10 Department of Recreation Food & Drink Concessions,
Merchandise Sales, and Sponsorship.**

Applicability	All University units
Responsible Office	Office of Recreation
Responsible Administrator	Director of the Student Recreation Center

(A) Policy Statement and Purpose

The sale/distribution of foods, drinks and merchandise within any Office of Recreation (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 Office of Recreation. Please review the following policies below when planning your next event at an Office of Recreation facility.

(B) Policy**(1) Cold Drink Sales**

The following are basic policies that are required to be followed when planning for drink sales within the Office of Recreation facilities. Two options available: Recreation orders, distributes/sells, provides staffing and receives exclusive revenues for all cold drink sales within facilities during group rentals/events. Or, rental groups can provide staffing/volunteers to sell cold drinks for the Office of Recreation. Rental groups receive twenty percent of the gross revenue of all cold drink sales. If rental group chooses option B.: All cold drink products must be university approved. Please contact the appropriate Office of Recreation contact person for product lists. The Office of Recreation will order all cold drink products and transport them to the concessions areas. One electric full-size double-door cooler will be provided by the Office of Recreation. Additional ice coolers can be provided by rental group. The Office of Recreation must have a minimum advance notice of

seven business days to place drink orders. Cold drink retail prices are established by the Office of Recreation and are subject to change without notice. Note: rental groups have the ability to increase retail drink pricing. The Office of Recreation must approve all drink price increases above the minimum. Rental groups are responsible for stocking the drink cooler throughout the event. The Office of Recreation will produce and disseminate a final billing statement to the rental group for payment. Rental groups can provide hot beverages (approved by the Office of Recreation), and keep all proceeds. Hot beverages could include; coffee, teas, cider, etc.).

(2) Food Sales

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. 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 include: meats, items containing dairy products, eggs, and other foods that contain protein. Rental groups have full control of food sales within the Office of Recreation facilities as long as BGSU safe food handling policies have been followed. Note: The Office of Recreation 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 which can be found on the website. 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.

(3) Merchandise Sales

The following are basic policies that are required to be followed when planning for merchandise sales within the Office of Recreation facilities. Rental groups have full control of merchandise sales within the Office of Recreation facilities as long as BGSU licensing and trademark requirements have been followed. Note: The Office of Recreation has the authority to allow/deny all merchandise requests. The Office of Recreation must approve all merchandise sales locations. Rental groups are required to pay a fee to sell merchandise. Rental groups are notified of table fees at least seven business days prior to the event. The Office of Recreation must have a minimum advance vendor or merchandise sales request notice of fourteen business days. Rental groups are responsible for providing all merchandise display materials (four-way racks, hangers, etc.). The following are basic policies that are required to be followed when planning groups can rent tables and chairs from BGSU for an additional cost or can supply their own. The Office of Recreation must have a minimum advance notice of fourteen days for all table and chair requests. The Office of Recreation is not responsible for lost or stolen merchandise. Rental groups are fully responsible for securing merchandise throughout the events.

(4) 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 Office of Recreation 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 Office of Recreation facilities. To this end, before solidifying sponsorship ventures for events hosted within any Office of Recreation 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 if products would be sold or handed out.

Registered Date: March 12, 2015