

**DISTRICT CODE: 858
CONCESSIONS**

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

The purpose of this policy is to set forth the rules and regulations under which the District and community groups may sell food or beverages, i.e. run a concession, in Hopkins School District facilities.

II. GENERAL STATEMENT OF POLICY

All food and beverages concessions sold at any one of the District facilities must be coordinated through the District Student Nutrition Department.

III. GUIDELINES

A. Scope

This policy applies to all groups using the District facilities under a Community Use permit who have a Class A, B, Class C, or Class D permit designation.

B. Health Department Regulations

Class A, B, C, or D groups selling food or beverages on the premises of the Hopkins School District must operate under and according to state and local Health Department permits issued to and held by Hopkins School District Student Nutrition Department. These permits specify the health and safety code requirements, and all concession stand workers must comply fully with these regulations at all times. These guidelines will be provided to the group when making arrangements with the Hopkins Student Nutrition Department.

C. Food and Beverages

1. All food and beverages sold at any District facility must follow the School District Nutrition Guidelines (includes eliminating food with artificial food dyes, High Fructose Corn Syrup, portion sizes and calories).
2. All food & beverages and must be ordered by the Hopkins School District Student Nutrition Department through approved vendors, unless conditions below are met.

HOPKINS PUBLIC SCHOOLS POLICIES

- a. No outside food and beverages can be brought in for concession sales unless approval is obtained from the Hopkins School District Student Nutrition Department; these arrangements must be made at a pre-event meeting to be held with the designee of the District Student Nutrition Department. Approval cannot be obtained on the day of the event.
 - b. Donated items will be limited. The School District Nutrition Department reviews and pre-approves all donated items on a case by case basis.
3. Up to four candy options may be sold in concession stands.
- D. The Hopkins School District Student Nutrition Department will contribute a commission to the community group based on the District Concession Contract. Sales commissions will be based on inventory usage reports of the event after deduction of any cash shortages and all applicable taxes. Additionally, the Hopkins School District Student Nutrition will return to the user group 90% profit of approved donated items less any related cost incurred by the Student Nutrition Department in the preparation of the donated items.

IV. CONCESSION STAFFING

When food and beverages are being sold at concessions where the Hopkins School District Student Nutrition Department contributes a sales commission, the community group must provide the sales staff. Staffing requirements will vary by event. The level of staffing required will be determined by the Student Nutrition department when concession arrangements are made. Whenever a user group, regardless of whether it is a school sponsored or a community group, is staffing a concession where food and beverages are being sold, at least one individual must be an adult; that adult must be a parent or guardian of the student or youth group represented. Concession stand workers must be 14 years old or older.

Adopted: August 24, 2006

Revised: December 2012, April 21, 2016