



**ISD #534**  
**STEWARTVILLE PUBLIC SCHOOLS**

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## Sandlot Concession Stand Operating Procedures

<b>Keys</b>	<p>Three (3) sets of keys for the concession stand, the restrooms, and the storage area will be issued to the Diamond Club President at the start of the Spring Season. Each area will be keyed separately.</p> <ul style="list-style-type: none"> <li>The Diamond Club President will inform the District who has possession of the keys. The method of informing the District will be mutually agreed upon.</li> <li>At the close of the Summer Season, both sets of keys will be returned to the District.</li> <li>The Diamond Club is not permitted to make copies of any keys issued to the organization.</li> </ul> <p>Varsity, JV, and C-Squad coaches will be issued keys to the storage area and restrooms.          Other Field maintenance supplies will be stored in the brown shed, for which the Diamond Club already has keys.</p>
<b>Schedule</b>	The Diamond Club will provide a schedule for utilization for all events that are not School-Sponsored or MSHSL-Related.
<b>Supplies</b>	<p>The School District will order and stock cleaning supplies for the concession stand and restrooms.          The School District will also order and stock restroom supplies.</p>
<b>Fees</b>	The Diamond Club will pay the School District \$1,000.00 per year for the cleaning of restrooms on Monday through Thursday of the Summer Season as well as cleaning and restroom supplies provided during the Summer Season. Payment will be made by June 1. Fees will be reviewed on an annual basis.
<b>Cleaning</b>	Protocols for cleaning the concession stand will be followed as provided by the MN Department of Health. Protocols for cleaning restrooms will be provided by the School District. Copies of protocols must be available in the concession stand and regularly reviewed with concession stand workers.
<b>Maintenance</b>	The School District will have responsibility for the maintenance of the building. Any maintenance issues or concerns that occur must be communicated to the School District within 24 hours.
<b>Compliance</b>	Compliance with these procedures will be essential in order to remain in good standing with the MN Department of Health and for the security of the investment of the Diamond Club and the School District.

Event	Task or Duty	Responsible Entity
School-Sponsored MSHSL-Related In-Season	Open, close, clean concession stand	Diamond Club
	Open, close restrooms	School District
	Restock restroom supplies during events	
	Lock, unlock, clean, restock restrooms after events	
Diamond Club-Sponsored Outside of Regular Season Rebel Softball Youth Baseball Babe Ruth Baseball VFW Baseball Legion Baseball Stewartville-Racine Sharks	Open, close, clean concession stand	Diamond Club
	Open, close restrooms	
	Restock restroom supplies during events	
	Lock, unlock, clean, restock restrooms after events on Friday, Saturday, and Sunday	
	Lock, unlock, clean, restock restrooms after events on Monday through Thursday (Exception: July 4 Holiday)	School District

a/o 06/01/0222