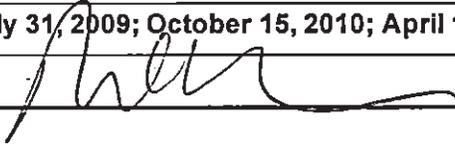


ADMINISTRATIVE DIRECTIVE	
SUBJECT	Vending Operations at the McReynolds Athletic Complex
ADMINISTRATIVE NUMBER	AD09-55
ORIGINAL EFFECTIVE DATE	January 23, 2009
REVISION DATE	November 15, 2023
HISTORICAL REFERENCE	July 31, 2009; October 15, 2010; April 1, 2018; August 15, 2021
AUTHORIZED BY	

Purpose:

To establish policies, procedures, and fees for permitting tabletop and mobile vending operations at the McReynolds Athletic Complex.

Background:

Pursuant to York County Code Section 17-71, permits may be issued to organizations to conduct vending operations on County property. This Directive provides criteria and guidelines for the administration of a fair and systematic permitting process for the McReynolds Athletic Complex.

Definitions:

York County-Based Non-Profit Organization - An organization with its base of operations located in York County and which has Section 501(c)3 tax-exempt status in the Commonwealth of Virginia.

Non-York County-Based Organizations - An organization with its base of operations located outside of York County.

Non-Profit Organization - An organization that has Section 501(c)3 tax-exempt status in the Commonwealth of Virginia.

For-Profit Organization - An organization that operates with the primary intention of making a profit.

Tabletop Vending Operation - The sale of approved pre-packaged food and/or merchandise items from portable tables, with or without the cover of a canopy, but limited to an area no greater than 10' x 10'.

Mobile Vending Operation - The sale of approved prepackaged or prepared food and/or merchandise items from a mobile means transportation type of vehicle.

1. **Classification of Vending Permits:**

Permits for tabletop vending operations shall be issued according to the classifications listed below.

a. **Multi-day Permit**

Multi-day permits will allow the permit holder to conduct tabletop vending operations for more than one (1) day throughout a thirty (30) day period. These permits are issued for a thirty (30) day period and require a separate application and fee(s) for each thirty (30) day period. Multi-day permits shall have priority over single-day permits.

b. **Single-Day Permit**

Single-day permits will allow the permit holder to conduct tabletop vending operations for one day during a thirty (30) day period.

Vending operations conducted by for-profit organizations and/or non-York County-based organizations must be tied to and/or related to an existing Athletic Complex field rental (i.e., tournament, camp). Moreover, vending operations by for-profit organizations and/or non-York County-based organizations are limited to the field rental permit holder only, and additional fees are applied.

2. **Application Procedure:**

An "Athletic Complex Vending Permit Application" form must be submitted for any proposed vending operation.

All applications will be considered on a first-come and space-available basis. Individuals completing this form must be at least 21 years of age. This form can be obtained at the Athletic Complex Office or by downloading a copy online at www.yorkcounty.gov/parksandrec. The application may be completed online, or the form may be returned to the Parks and Recreation Division or Athletic Complex Office.

a. Multi-day Permit

The completed Vending Permit Application must be submitted no later than thirty (30) days prior to the desired time of operation.

b. Single-Day Permit

The completed Vending Permit Application must be submitted no later than fourteen (14) days prior to the desired time of operation.

3. Fees and Charges:

Upon approval of the Vending Permit Application, the following fees shall apply and be paid prior to the initiation of the vending operation:

- a. Multi-day Vending Permit - \$25
- b. Single Day Vending Permit - \$10

In addition to the Vending Permit fee, the following fee shall apply to for-profit organizations and/or non-York County-based organizations. This fee is to be paid no later than fourteen (14) days following the end of the vending operation:

- a. Percentage of Gross Sales – 10%

Fees/charges may be waived at the Division's discretion.

4. Rules and Regulations:

Vending operations shall be subject to compliance with the terms of Chapter 17, Public Areas, of the York County Code, the following supplementary provisions, and any additional regulations deemed necessary by the Parks and Recreation Division and specified in the permit agreement:

- a. Permit holders shall furnish all labor, services, materials, supplies, and equipment necessary to maintain the vending operation.
- b. All items to be sold by the vendor shall have a direct relationship with the activity taking place at the Athletic Complex (i.e., tournament, camp). This includes related apparel, merchandise, and other souvenirs. Each item to be sold must be approved by the Parks and Recreation Division fourteen (14) days prior to the start date of the vending operation. Items similar to those already sold by any County concession operation at the Complex will not be approved.
- c. Soliciting food or merchandise sales on foot or by a mobile vending operation is prohibited without authorization by the Division.
- d. The County shall not be liable for any damage caused by power failure, flood, fire, explosion, theft, or vandalism to persons or properties in the space used by the vendor. The vendor shall agree that all personal property brought to the premises shall be at the risk of the vendor and that the County shall not be liable for any damages, losses, or theft thereof.
- e. The vendor shall compensate the County for any damage to County-owned property resulting from the vending operation.
- f. The vendor shall obtain all applicable permits and licenses required by government agencies to prepare and sell the items approved for vending.
- g. The vendor shall be limited to one sign with a maximum area of 24 square feet identifying them as the operator and one sign with a maximum area of 12 square feet that lists

the pricing for items that are sold. No other signs or advertisements will be allowed without approval from the Parks and Recreation Division.

- h. The Parks and Recreation Division will assign specific locations and space for the vending operation.
- i. All vending equipment and supplies shall be removed from the park premises daily.
- j. The vendor shall not allow trash or other refuse to accumulate in or around the areas occupied by the tabletop, mobile vending operation, or the surrounding area within a 50-foot radius. Any trash or refuse generated by the vendor's operation shall be deposited in appropriate collection receptacles. The Parks and Recreation Division will be responsible for the disposal of trash placed in the receptacles.
- k. Vendors shall not be permitted to connect to any on-site utilities (e.g., electricity, water) unless specifically approved by the Parks and Recreation Division. Use of generators shall not be permitted unless specifically authorized by the Parks and Recreation Division.
- l. The Parks and Recreation Division shall have the authority to revoke a permit for any vendor deemed to be in violation of this policy or any other county, state, or federal regulations.

Additional rules and regulations may be issued by the Parks and Recreation Division as deemed necessary.

5. Insurance Requirements

A certificate of insurance is required for all user organizations and must be submitted to the Division prior to approval. A list of additional insurance terms and coverage will be provided.