



POLICY TITLE: Concession Stand and Washrooms Policy	POLICY NO: 2026-02
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Finance
EFFECTIVE DATE: March 23, 2026	MOTION: (060-2026)
SUPERSEDES: Policy 8020-20 Concession Stand Policy Amendment	

1. Purpose

The purpose of this policy is to establish clear standards for the operation, maintenance, and use of the concession stand and public washroom facilities at the City of Greenwood Ball Park. This policy is intended to ensure public health, safety, accessibility, cleanliness, and consistent management in alignment with best practices used by British Columbia municipalities.

2. Scope

This policy applies to:

- All concession stand operators, including community groups, sports organizations, non-profit societies, and approved vendors
- All users of the Ball Park washroom facilities
- City staff responsible for parks and facility operations

3. Authority

The City of Greenwood retains ownership and control of the Ball Park, including the concession stand and washroom facilities.

The City may grant permission to operate concessions through a licence, permit, or agreement, subject to the terms and conditions of this policy.

PART A — CONCESSION STAND OPERATIONS

4. Eligibility to Operate Concessions

Concession operations may be approved for:

- Local non-profit or community organizations
- Youth or adult sports associations using the Ball Park
- Other operators as approved by the City

Priority may be given to Greenwood-based organizations that support community recreation and local events.

5. Approval & Licensing

No person or organization may operate the concession stand without prior written approval from the City. Approved operators must enter into a concession licence or agreement with the City outlining, at minimum:

- Approved dates and hours of operation
- Cleaning and maintenance responsibilities
- Any applicable fees, deposits, or revenue-sharing arrangements

The City reserves the right to revoke approval at any time in the event of non-compliance with this policy or related agreements.

5A. Fees & Security Deposit

The City may establish separate fees and security deposits by Council resolution or through the City's Fees and Charges Bylaw for:

- Use of the concession stand
- Use of the Ball Park washroom facilities only
- Combined use of the concession stand and washroom facilities

Where applicable:

- A facility usage fee may be charged
- A refundable security deposit may be required to cover cleaning, damage, misuse, or non-compliance

Security deposits may be fully or partially withheld by the City if:

- Cleaning requirements are not met
- Damage occurs to City facilities or equipment
- Waste is not properly disposed of
- This policy or the applicable agreement is not complied with

Any unused portion of the security deposit will be refunded following inspection by City staff.

Failure to pay required fees or deposits in advance may result in denial or cancellation of approval.

Fees and deposits may be reduced or waived at the discretion of the City for community, youth, or non-profit events.

5B. Fee Waiver Consideration for Non-Profit and Sports Organizations

The City recognizes the community value provided by non-profit groups, volunteer organizations, and youth and adult sports associations. To support community participation and equitable access to City facilities, the following provision applies:

1. Eligibility for Consideration

Non-profit societies, community groups, and sports organizations may request consideration for a partial or full waiver of concession or washroom facility fees.

2. Administrative Review

Upon receiving a written request, City administration may work directly with the applicant to:

- assess the nature of the event or activity,
- evaluate financial or community-benefit factors, and
- determine whether a reduction or waiver of fees is appropriate.

3. Approval Authority

Any fee waiver or reduction is subject to approval by the Chief Administrative Officer (CAO) and may be granted when the CAO determines that:

- the event provides a clear benefit to the community,
- the organization operates on a non-profit basis, and
- the waiver will not negatively impact City operations or budgets.

4. Conditions of Waiver

The City may impose conditions on any approved waiver, including but not limited to:

- mandatory cleaning responsibilities,
- reporting requirements, or
- restoration of facilities to required standards.

5. No Automatic Entitlement

Approval of a fee waiver in one instance does not create a precedent or entitlement for future requests.

6. Health & Food Safety Requirements

All concession operations must comply with the requirements of Interior Health Authority and applicable public health legislation for temporary or permanent food service.

- All required permits must be obtained and visibly posted at the concession stand
- At least one individual on-site must hold valid food safety certification
- Home-prepared food is not permitted unless expressly authorized by Interior Health

7. Permitted & Prohibited Items

Menus must be submitted to and approved by the City prior to operation.

The City may restrict or prohibit certain items for safety, health, or operational reasons.

8. Cleanliness & Waste Management

Operators are responsible for maintaining the concession stand and surrounding area in a clean, sanitary, and orderly condition during and after operation.

- Garbage, recycling, grease, and wastewater must be disposed of properly
- Waste must not be placed in washroom fixtures, drains, or on park grounds

9. Equipment & Utilities

All equipment used must be CSA-approved and maintained in safe working condition.

Use of City electrical or water services must be approved in advance by the City.

All equipment must remain in its original designated location and may not be relocated without prior written approval from the City.

Temporary equipment must not create safety hazards or obstruct public access, walkways, or emergency routes.

10. Insurance & Liability

The City may require proof of commercial general liability insurance, naming the City of Greenwood as an additional insured.

The City assumes no responsibility for theft, loss, or damage to concession equipment, supplies, or personal property.

PART B — WASHROOM FACILITIES

11. Public Use

Use of washroom facilities for organized events or private functions require a Facility Use Agreement and may be subject to applicable fees and deposits.

12. Cleanliness & Maintenance

The City is responsible for routine cleaning and maintenance of the washroom facilities.

During events involving concessions, tournaments, or high attendance, additional cleaning or monitoring requirements may be assigned to event organizers as a condition of approval. For washroom-only rentals, the City may require the organizer to arrange or contribute to additional cleaning services as a condition of approval.

13. Misuse & Damage

Vandalism, improper use, or damage to washroom facilities will not be tolerated.

Costs associated with damage or excessive cleaning resulting from an organized event may be charged to the responsible group.

14. Accessibility

Washroom facilities shall be maintained in accordance with applicable accessibility standards.

Any accessibility concerns or deficiencies must be reported promptly to City staff.

PART C — ENFORCEMENT & GENERAL PROVISIONS

15. Compliance

Failure to comply with this policy or related agreements may result in:

- Immediate suspension of concession/washroom operations
- Termination of the concession licence or agreement
- Denial of future use of City facilities

16. Indemnification

Concession operators and event organizers shall indemnify and hold harmless the City of Greenwood from all claims, demands, losses, or damages arising from their use of the concession stand or washroom facilities, except where such claims arise from the negligence of the City.

17. Amendments

This policy may be amended by Council resolution to reflect changes in legislation, public health requirements, or operational needs.

18. Effective Date

This policy comes into effect on the date of adoption by Council.