



**City of Las Vegas  
Parks and Recreation  
Municipal Sports Unit**

## CONCESSION STAND CHECKLIST – PRIOR TO PERMIT PERIOD

ALLOCATION SEASON		MEETING DATE PRIOR TO FIXED BUILDING PERMIT PERIOD	
ORGANIZATION/USER NAME		CONCESSION FACILITY LOCATION	
ORGANIZATION/USER PRESIDENT	PHONE	EMAIL	
ORGANIZATION /USER CONCESSION CONTACT	PHONE	EMAIL	
<b>COMPLETE PRIOR TO PERMIT START DATE</b>			<b>USER REVIEWED</b>
USER WILL PROVIDE ALL THEIR OWN EQUIPMENT AND SUPPLIES INCLUDING TRASH BAGS, TOWELS, CLEANING PRODUCTS AND SOAP.			<input type="checkbox"/>
USER AGREES TO EMPTY ALL TRASH AND RECYCLING RECEPTACLES AND PUT IN NEW PLASTIC LINERS AT THE END OF EACH DAY.			<input type="checkbox"/>
USER IS RESPONSIBLE FOR CLEANING AND SANITIZING ALL EQUIPMENT, DISHES, COUNTERS, FREEZER/COOLER, SHELVES, AND FLOORS. USE OF PROPER CLEANING AGENTS IS REQUIRED TO AVOID DAMAGE TO THE FACILITY.			<input type="checkbox"/>
USER WILL IMMEDIATELY NOTIFY THE MSU OFFICE OF ANY NECESSARY REPAIR OR CONCERNS.			<input type="checkbox"/>
USER IS RESPONSIBLE FOR THE SECURITY OF THEIR EQUIPMENT LEFT IN THE BUILDING.			<input type="checkbox"/>
USER IS RESPONSIBLE FOR UNPLUGGING EQUIPMENT (EXCEPT REFRIGERATORS) AND TURNING OFF LIGHTS BEFORE SECURING THE BUILDING AFTER EACH USE.			<input type="checkbox"/>
USER MAY NOT SUBSTITUTE LOCKS OR RE-KEY THE FACILITY. SUBLETTING THE CONCESSION BUILDING IS STRICTLY PROHIBITED.			<input type="checkbox"/>
<b># KEYS ISSUED</b>	<b>OR</b>	<b># KEYS IN USER'S POSSESSION FROM PREVIOUS SEASON</b>	<b>USER INITIALS</b>
			<b>CITY STAFF INITIALS</b>
KEYS MAY NOT BE DUPLICATED. THE USER WILL BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH LOST KEYS, INCLUDING BUT NOT LIMITED TO, THE COST OF RE-KEYING AND STOLEN AND/OR DAMAGED EQUIPMENT AND/OR GOODS.			
<b>USER CONCERNS AND ISSUES PRIOR TO PERMIT START DATE</b>		<b>USER EQUIPMENT ON SITE</b>	
<b>FIXED BUILDING CONCESSION FACILITY CONDITIONS COMMENTS: USER OR CITY STAFF</b>			
<p><b>USER ACKNOWLEDGEMENT PRIOR TO PERMIT PERIOD:</b> AS THE AUTHORIZED REPRESENTATIVE FOR THE ORGANIZATION LISTED ABOVE, I HAVE DISCUSSED ITEMS LISTED ON THIS FORM WITH CITY OF LAS VEGAS STAFF AND UNDERSTAND THE RULES FOR USAGE OF THE FIXED BUILDING CONCESSION FACILITY LISTED ABOVE. I HAD THE OPPORTUNITY TO ASK QUESTIONS AND CLARIFY EXPECTATIONS. I FULLY AGREE TO COMPLY WITH THE RULES AND REGULATIONS OUTLINED IN THE CITY MUNICIPAL CODE AND FIXED BUILDING CONCESSIONS POLICY FOUND IN THE MUNICIPAL SPORTS POLICY HANDBOOK. I HAVE REVIEWED THE CONDITION OF THE FIXED BUILDING CONCESSION FACILITY AND CITY OF LAS VEGAS EQUIPMENT CONTAINED THEREIN WITH THE CITY OF LAS VEGAS REPRESENTATIVE. I AGREE WITH THE NOTED CONDITION OF THE FIXED BUILDING FACILITY AND CITY EQUIPMENT. I UNDERSTAND THAT ANY DAMAGE SUSTAINED BY THE CONCESSION FACILITY AND/ OR CITY EQUIPMENT WHILE SUCH ITEMS ARE UNDER OUR ENTITY'S ACCESS, CONTROL, AND CARE NECESSARY BY THE CITY. UNPAID BALANCES WILL BE COLLECTED BY THE CITY AND MAY PREVENT THE USER FROM OBTAINING FUTURE FIELD, FACILITY OR CONCESSION PERMITS. IF DAMAGE IS NOTED DURING THE PERMITTED PERIOD AND REPAIR COSTS ARE NOT REIMBURSED TO THE CITY, THE CITY MAY CONSIDER THE NON-PAYMENT A BREACH OF POLICY AND WILL BE HANDLED IN ACCORDANCE WITH APPLICABLE POLICES.</p>			
ORGANIZATION/ USER REPRESENTATIVE PRINT NAME	ORGANIZATION/ USER REPRESENTATIVE SIGNATURE	DATE	
CITY OF LAS VEGAS: I HAVE MET WITH THE ORGANIZATION'S REPRESENTATIVE LISTED ABOVE AND HAVE REVIEWED ALL ITEMS ON THIS CHECKLIST.			
MSU REPRESENTATIVE			DATE
HH#	PERMIT RESERVATION #		



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## CONCESSION STAND CHECKLIST – END OF PERMIT PERIOD

ALLOCATION SEASON		MEETING DATE AT END OF FIXED BUILDING PERMIT PERIOD	
ORGANIZATION/USER NAME		CONCESSION FACILITY LOCATION	
# KEYS ISSUED	OR	# KEYS IN USER'S POSSESSION FOR THE NEXT SEASON'S USE	CITY STAFF INITIALS
		USER INITIALS	CITY STAFF INITIALS
KEYS MAY NOT BE DUPLICATED. THE USER WILL BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH LOST KEYS, INCLUDING BUT NOT LIMITED TO, THE COST OF RE-KEYING AND STOLEN AND/OR DAMAGED EQUIPMENT AND/OR GOODS.			
FIXED BUILDING CONCESSION FACILITY CONDITIONS COMMENTS			
<b>ACKNOWLEDGEMENT AFTER PERMIT PERIOD - USERS:</b> I HAVE REVIEWED THE CONDITION OF THE FIXED BUILDING CONCESSION FACILITY AND CITY OF LAS VEGAS EQUIPMENT CONTAINED THEREIN WITH THE CITY OF LAS VEGAS REPRESENTATIVE. I HAD THE OPPORTUNITY TO ASK QUESTIONS AND AGREE WITH THE NOTED CONDITION OF THE FIXED BUILDING CONCESSION FACILITY AND CITY EQUIPMENT. I AGREE OUR ENTITY IS RESPONSIBLE FOR ANY COSTS ASSESSED FOR DAMAGES NOTED ABOVE, IF ANY. AN INVOICE WILL BE SENT TO THE ENTITY FOR ANY COSTS ASSESSED DUE TO DAMAGES.			
ORGANIZATION/ USER REPRESENTATIVE PRINT NAME	ORGANIZATION/ USER REPRESENTATIVE SIGNATURE	DATE	
CITY OF LAS VEGAS: I HAVE MET WITH THE ORGANIZATION'S REPRESENTATIVE LISTED ABOVE AND HAVE REVIEWED ALL ITEMS ON THIS CHECKLIST.			
FIXED BUILDING CONCESSION FACILITY IS CLEAN AND IN THE SAME CONDITION AS IT WAS WHEN PERMITTED PERIOD BEGAN		<input type="checkbox"/> Yes	<input type="checkbox"/> No*
		<input type="checkbox"/> Damaged**	
USER HAS REMOVED ALL OF THEIR EQUIPMENT AND SUPPLIES FROM THE FIXED BUILDING CONCESSION FACILITY. <i>EXCEPTION: IF USER IS GRANTED USE OF THE CONCESSION BUILDING THROUGH THE NEXT SEASON'S FIELD ALLOCATION, THE USER DOES NOT NEED TO REMOVE THEIR EQUIPMENT.</i>			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No*
		<input type="checkbox"/> Damaged**	
USER HAS RETURNED ALL KEYS AND THEY ARE IN WORKING ORDER. <i>EXCEPTION: IF USER IS GRANTED USE OF THE CONCESSION BUILDING THROUGH THE NEXT SEASON'S FIELD ALLOCATION, THE USER DOES NOT NEED TO TURN IN THE KEYS.</i>			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No*
		<input type="checkbox"/> Damaged**	
* IF NO IS CHECKED ABOVE, LIST EXCEPTION BELOW. **IF DAMAGED IS CHECKED ABOVE, PROVIDE ADDITIONAL DETAIL BELOW.			
MSU REPRESENTATIVE			DATE

**NOTE TO CITY STAFF: TAKE PICTURES OF ANY DAMAGE AND ATTACH TO FORM FOR DOCUMENTATION AND FOLLOW UP ACTION.**