

City of Sugar Land
Parks & Recreation Department

**MOBILE FOOD UNIT RESERVATION
POLICIES**

Effective 10/1/2018

Imperial Park Recreation Center

234 Matlage Way
Sunday 1 p.m. – 5 p.m.
Monday – Friday 8 a.m. – 10 p.m.
Saturday 8 a.m. – 8 p.m.
Main (281) 275-2885
Fax (281) 275-2828
Email: parkreservations@sugarlandtx.gov

Sugar Land City Hall - Permits

2700 Town Center Blvd. North
Monday – Friday 8 a.m. – 5 p.m.
Main (281) 275-2270
Fax (281) 275-2271
Email: permits@sugarlandtx.gov

IMPERIAL PARK

7864 US-90 ALT
Sugar Land, TX 77478

SUGAR LAND MEMORIAL PARK

15300 University Blvd.
Sugar Land, TX 77479

FIRST COLONY PARK

3232 Austin Parkway
Sugar Land, TX 77479

CITY PARK

225 Seventh Street
Sugar Land, TX 77478

LOST CREEK PARK

3703 Lost Creek Blvd.
Sugar Land, TX 77479

ELDRIDGE PARK

2511 Eldridge Road
Sugar Land, TX 77478

OYSTER CREEK PARK

4033 Hwy. 6
Sugar Land, TX 77479

This policy outlines the City of Sugar Land (CoSL) Parks and Recreation guidelines and requirements for reserving mobile food unit-only parking spaces at designated parks within the city limits. Vendors

reserving Sugar Land Parks and Recreation mobile food unit parking spaces agree to abide by the following policies and procedures.

SECTION I - DEFINITIONS

City Park - All city-owned or managed land that constitutes parks, playgrounds, outdoor passive and active recreation areas (whether paved or unpaved), natural areas adjacent to waterways and bike paths with approved mobile food unit parking spots, restrooms, and fire hydrant accessibility.

Mobile Food Unit - A licensed, motorized vehicle that is used for selling food items to the general public. No trailers will be allowed.

Public Street - Includes the entire publicly-owned right-of-way for a street and any public sidewalks and curb lawns associated with the street.

Special Event or Non-Standard Reservation – A reservation that exists outside of a normal reservation that enacts city services (Sugar Land Police, street permitting).

Vendor - Any person or business offering for sale any food or non-alcoholic beverages from a mobile food unit.

Mobile Food Unit Parking Space – The designated four automobile parking spots or concrete area allotted to a mobile food unit for a specific reservation.

Structures – Any items brought by the mobile food unit vendor that take up park space (to include but not limited to: tables, chairs, booths, bar stools, benches, tents, and standup counters.)

Neighborhood Park – Any park without sufficient parking requirements or accessible restrooms.

Reservation Cards – A laminated card stating day and time of reservation for a vendor’s mobile food unit.

Retail or service based vending – Vending machines, ice cream trucks, street vending, route based vendors, and food carts/push carts.

Park Ambassador – A City of Sugar Land employee.

SECTION II - RESERVATION POLICIES

In an ongoing effort to provide our community with safe and convenient outdoor programming, the city of Sugar Land Parks and Recreation Department has implemented this Mobile Food Unit Reservation policy. This policy is for the utilization of city parks’ parking lots to be used by certified mobile food units for the sale of fresh or pre-packaged food products to the public. Retail or service based vending is not covered under this policy.

This policy is only to be referred to after following the City Ordinance for mobile food unit permits. (See Ordinance No. 2136)

Mobile Food Units may be permitted at City Special Events and interested parties should contact the Event Production Manager directly for further information. Visit <http://www.sugarlandtx.gov/index.aspx?NID=486> for Temporary Food Guidelines.

Mobile Food Units may be permitted at neighborhood parks by Non Standard Reservation. Visit <http://www.sugarlandtx.gov/DocumentCenter/View/18520/NSR-request-formFINAL> for the application.

Mobile Food Unit Parking Zones (see Section V - Park locations for maps). The CoSL Parks and Recreation Department may increase or decrease the allowable number at the Department's discretion.

SECTION III – GENERAL OPERATIONAL REQUIREMENT

Mobile Food Units must be located in a designated paved parking area and may not locate or block access to additional parking spaces or pedestrian rights of way.

Mobile Food Units may not damage landscaping or park structures. Vendor assumes liability for the cost of repairing damage to city property or equipment.

Service window must be orientated so patrons are located on grass or sidewalks as to not impede the flow of traffic.

No signage or promotional materials are allowed outside of the designated parking space.

No freestanding structures are allowed. Vendors are prohibited from using a push cart or circulating throughout the premises of park properties in any manner.

No mobile food units are allowed to come before or stay after their designated reservation. Mobile Food Units are not permitted in the park overnight at any time.

Mobile Food Units are prohibited from using sound amplification and must comply with the city's noise ordinance.

Vendors must provide a trash receptacle for the collection of waste material. Trash collected or generated by vendors shall not be placed or disposed of in a park or park facility trash receptacle. Vendors must remove all trash and litter from park grounds within fifty (50) feet of their mobile food unit and dispose of off-site. Recycling is encouraged. Grounds are to be returned to the condition they were in before the reservation time began.

Any power or water required for vendors must be self-contained and utilities cannot be drawn from the park property unless specifically authorized in writing by CoSL Parks and Recreation Department.

In case of emergency, the vendor shall contact the Parks and Recreation Department at 281-275-2885. After business hours, the answering service will contact the Parks and Recreation Department on-call staff person. In case of non-park related emergencies contact the Police Department dispatch at 281-275-2020 or 911.

SECTION IV - RESERVATIONS

Vendors may call between one and four weeks' notice in advance of requested date in order to reserve a location. Staff will verify that the vendor has a Mobile Food Service Permit and is an approved CoSL

vendor. If not reserved within seven days, the spots are available on a first-come, first-served basis with approval. Please call 281-275-2885 to confirm availability. The Recreation Coordinator will approve or deny reservations and has 24 hours to respond to any request.

Vendors may only reserve one location twice every calendar month.

Vendors must have an active certificate/permit medallion for future reservation times.

Reservation Cards will be issued to an approved vendor. The vendor must pick up the card from 234 Matlage Way, Sugar Land, TX 77478 M-F, between 8:00 a.m. – 5:00 p.m. Any vendor who does not return their card to the City of Sugar Land will not be allowed to make a reservation until returned. The cards must be prominently displayed in the mobile food unit’s windshield during their reservation time.

Park Ambassadors may section off designated parking spaces with CoSL parking cones before reservation time. These may be moved by the vendor upon their arrival at the designated reservation time.

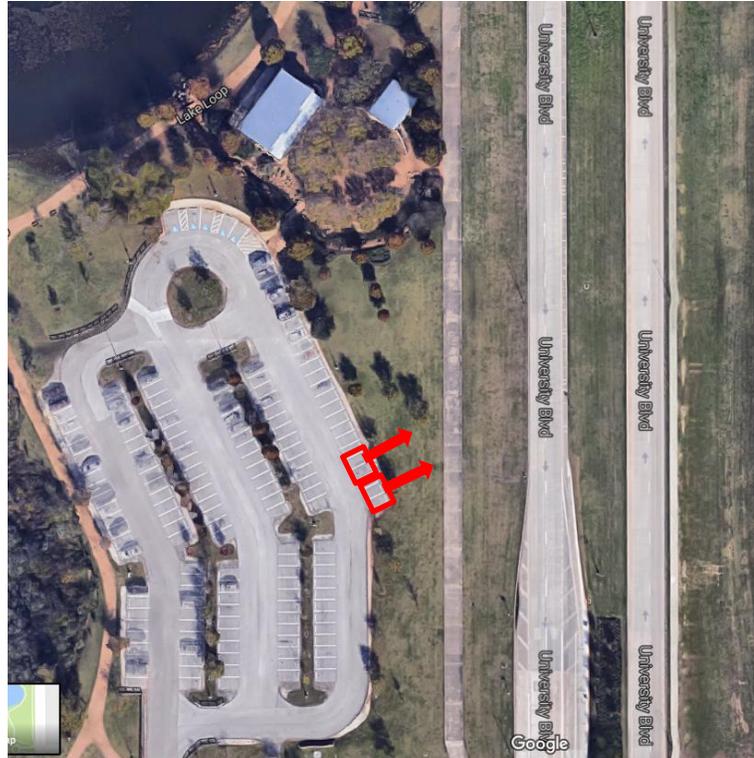
SECTION V – PARK LOCATIONS

The following parks are approved locations with a reservation:

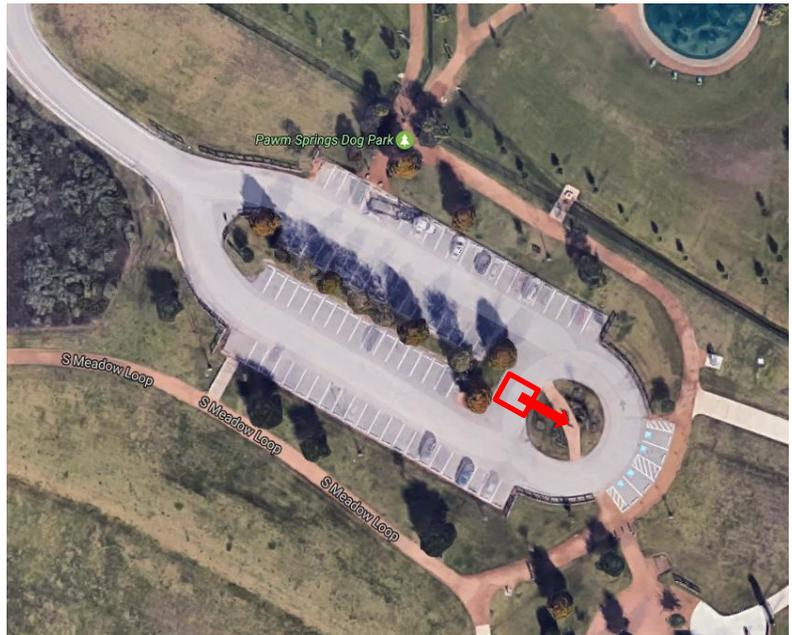
Mobile Food Unit parking spots: 4 spaces 

Service window facing direction: 

Sugar Land Memorial Park (North)
15300 University Blvd.
Sugar Land, TX 77479



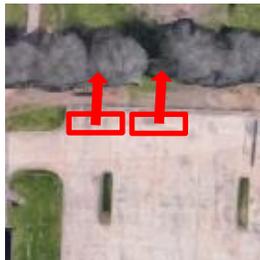
Sugar Land Memorial Park (South)
15300 University Blvd.
Sugar Land, TX 77479



Eldridge Park
2511 Eldridge Road
Sugar Land, TX 77478



Lost Creek Park
3703 Lost Creek Blvd.
Sugar Land, TX 77479



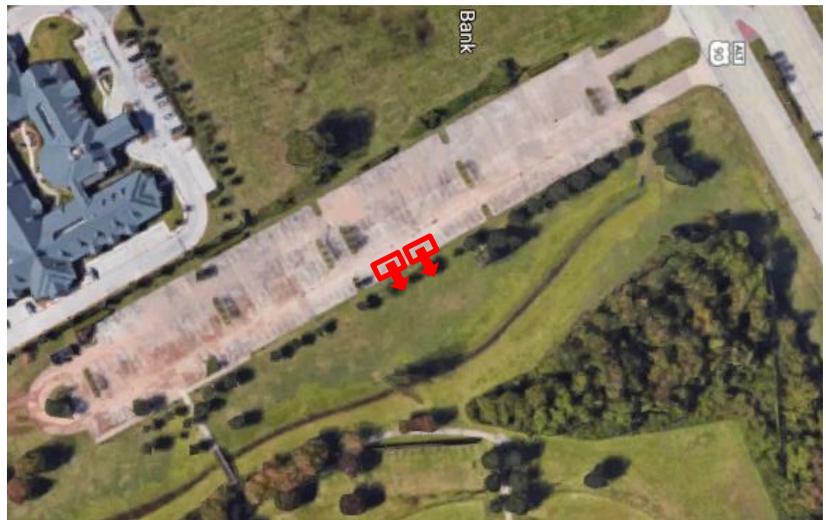
City Park
225 Seventh Street
Sugar Land, TX 77478



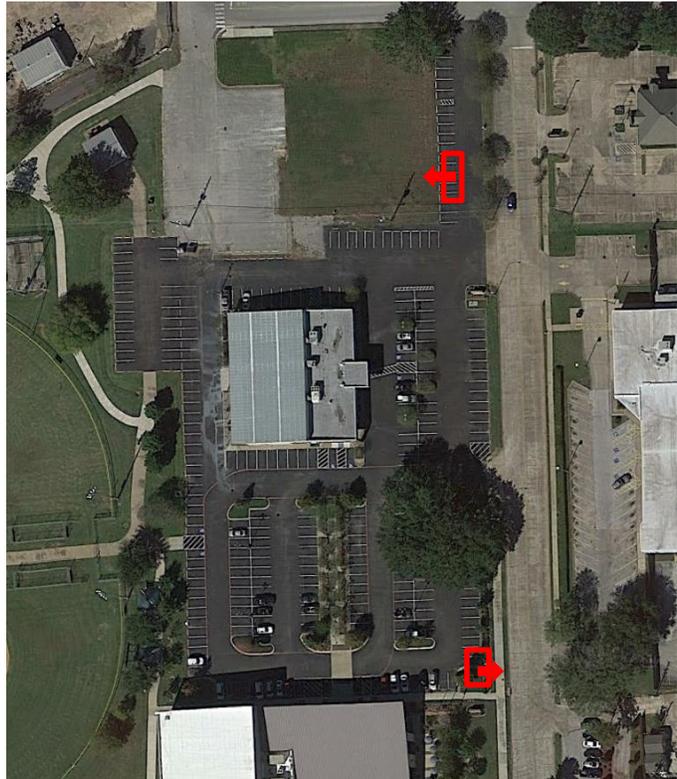
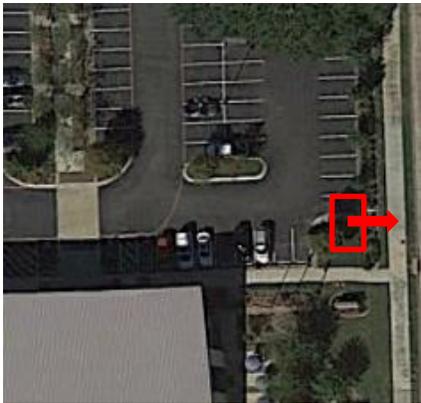
First Colony Park (South)
3232 Austin Parkway
Sugar Land, TX 77479



Imperial Park (West)
7864 US-90 ALT
Sugar Land, TX 77478



Imperial Park (East)
226 Matlage Way
Sugar Land, TX 77478



The following parks are approved locations via the nonstandard reservation process only:

Oyster Creek Park – 4033 Hwy. 6, Sugar Land, TX 77479

First Colony Park (North) – 3232 Austin Parkway, Sugar Land, TX 77479

Brazos River Park – US 59 South, Sugar Land, TX 77479

Neighborhood Parks:

Sugar Mill Park – 13800 Hidden Lake Lane, Sugar Land, TX 77478

Covington West Park - 13944 Oakwood Lane, Sugar Land, TX 77498

Lonnie Green Park – 130 First Street, Sugar Land, TX 77498

Mayfield Park – 106 Avenue D, Sugar Land, TX 77498

Ron Slockett Park – 12821 Nantucket Drive, Sugar Land, TX 77478

Colony Bend Park – 2809 Planters Street, Sugar Land, TX 77479

Highlands Park – 2018 Colonist Park, Sugar Land, TX 77479

Meadow Lake Park – 1600 Great Oak Lane, Sugar Land, TX 77478

Mesquite Park – 2710 Mesquite Drive, Sugar Land, TX 77479

RiverPark (Park at the Levee) – 2205 River Lodge Lane, Sugar Land, TX 77479

RiverPark (River Gable Park) – River Gable Court at Stone River Lane, Sugar Land, TX 77479

Sugar Lakes Park – 120 Bayview Drive, Sugar Land, TX 77478

Thomas L. James Park – 201 Venice Street, Sugar Land, TX 77478

Settlers Way Park – 2710 Mesquite Drive, Sugar Land, TX 77479