

Policy: **Vendors on Campus**

Policy Number: **B-20**

Responsible for Policy: Academic & Student Affairs

Approval Date: November 2008; May 2010

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): May 2010

### **Policy Statement**

Finger Lakes Community College reserves the exclusive rights to determine which vendors may participate in approved vendor events. All vendors must apply to participate in vendor events by providing the Student Life Office with their contact information, a certificate of liability insurance, and a complete Indemnification Statement. FLCC reserves the right to review and restrict the sales of products and services that are deemed dangerous or inappropriate, including but not limited to products and services promoting the use of alcohol, drugs, tobacco, firearms and fireworks.

Vendor theme events are restricted to 8:30 a.m. to 6:30 p.m., Monday-Thursday and 8:30 a.m. to 4:00 p.m. on Friday.

### **Fees**

A twenty dollar (\$20.00) fee is assessed to each vendor for each day of participation in a theme event. Payment is required by 2:00 pm on each day. Any and all custodial needs resulting from the vendor's participation will be charged to the vendor. Please make all checks payable to Finger Lakes Community College.

Any vendor who abuses College policies, fails to make payment, or continuously cancels without proper notification (48 hours in advance of the event) may be refused future vending privileges.

### **Reason for Policy**

The FLCC Student Life Office reserves the exclusive rights to the rental of vendor tables at FLCC in accordance with the FLCC Vendor Policy as articulated in Resolution No. 92-08. This policy has been enacted to enhance services to students, ensure consistent and fair access for vendors, provide adequate quality control and place appropriate limits on vendor activities.

### **Applicability of Policy**

All FLCC faculty and staff should be familiar with this policy.

### **Definition**

Vendor- any non-College entity that sells or promotes a product or service

### **Related Documents**

- FLCC Board of Trustees resolution #92-08
- FLCC Indemnification Statement

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### **Procedures**

Vendors will be invited to apply to participate in theme events to be held throughout the academic year by the FLCC Student Life Office, which has responsibility for event coordination. Vendors will provide the Student Life Office with their contact information for the purpose of being notified of scheduled theme event dates and times. The Student Life Office will designate time and place for vendors (see Access). The Student Life Office reserves the right to restrict the number of vendors per theme event.

All vendors must provide a certificate of liability insurance and complete the Indemnification Statement. Certificates are valid for one academic year, unless the certificate expires prior to the end of said year.

The College reserves the right to review and restrict the sales of products and services that are deemed dangerous or inappropriate. These include, but are not limited to, products and services promoting the use of alcohol, drugs, tobacco, firearms, and fireworks.

### **Access**

Vendors may unload at the loading dock located on the north side of the main building. Parking is permitted in any college lot (A, D, or G lots). Parking permits can be obtained through the Student Life Office, when applicable. Vendors may not park in "reserved" spaces (Admissions, visitor, faculty/staff). The Student Life Office and Finger Lakes Community College are not responsible for fines incurred by illegal parking.

All posting of publicity materials must adhere to applicable College policies. Vendors will receive no more than two (2) six (6) foot tables. Vendors are expected to have all products and/or services on the tables or hanging from approved racks (no items on the floor or hung on walls).

### **Forms/Online Processes**

- FLCC Facility Use form

### **Appendix**

- None