

College of Charleston Business Practices Guidelines Sponsored Commercial Activity on College Property

Student Affairs and Business Affairs are responsible for all vendor sales on campus. Outside vendors are prohibited from selling on campus without prior permission from one of these departments. College departments/units and recognized student organizations may engage in sponsored commercial activity on College controlled property (excludes activities procured via the College of Charleston / State procurement process) provided the following guidelines are met. These guidelines are intended to regulate all short term sponsored commercial activity on College property.

1. Definition of commercial activity:
 - a. All sales, purchases and/or agreements for the sale or purchase of goods and services that results in financial gain to the salesperson, individual or organization.
2. The goods and services provided are:
 - a. substantially and directly related to the College's instructional, research and public service mission; or
 - b. sponsored by a College unit relating to recreational, cultural, co-curricular or athletic event.
3. Approval for on campus sales will only be considered for those vendors whose products or services:
 - a. Provide general positive value to the quality of campus student life.
 - b. Are not in competition with vendors holding current College-wide contracts.
 - c. Are not duplicative of goods and/or services currently available through established on-campus sources.
 - d. Are not illegal drugs, or drug paraphernalia.
 - e. Are not for products or services which undermine the academic integrity of the College.
 - f. Are not considered obscene as defined by community standards.
 - g. Do not pose a threat to the individual who made the purchase or to their surrounding environment – guns and knives are specifically prohibited.
 - h. Are not counterfeits of brand name goods.
 - i. Are not in violation of College of Charleston /State procurement policies.

4. The activity shall not compete with any official College commercial enterprise (such as the Bookstore, Student Union, Food or Beverage Service) or current College contracts and agreements, unless otherwise approved or authorized by the Sr. VP of Business Affairs.
5. Sponsored commercial activity is allowed in the Stern Student Center, the Stern Gardens, the Lightsey Center Lobby and Courtyard, Cougar Mall, and Physician's Promenade. Scheduling and permitting of these locations will be handled by the Director of Student Life. Other areas of the campus will require approval by the Sr. VP of Business Affairs and the Sr. VP of Student Affairs.
6. All vendors must have a Sponsored Commercial Activity Permit, except students representing student organizations.
 - a. All applicants for a permit must present a valid business or peddler's license to the Office of Student Life.
 - b. Applicants must also furnish verifiable personal and company or organization identification for all persons who will be engaged in the requested activity.
 - c. Copies of the permit are to be given to the individual responsible for the activity, who must ensure that it is visibly displayed on the sales table or booth at all times.
 - d. Permits shall be limited to those that can be adequately accommodated in the space available.
 - e. Any issued permit is subject to cancellation at any time it is deemed in the best interest of the College.
7. No sponsored commercial activity of any item may take place until all licenses, permits, etc. required by federal, state, or local laws and ordinances have been obtained by the vendor.
8. All sales of any item bearing a College of Charleston logo must be properly licensed.
9. Sponsored commercial activity involving food is allowed only when the activity is associated with an official College activity and when the permit holder is in compliance with all applicable federal, state, and local laws, ordinances licensing and/or permitting. Such compliance shall be the responsibility of the permit holder and any required licenses and/or permits shall be prominently displayed on the booth or tables. Failure to comply shall be grounds for denial or withdrawal

of a Commercial Activity Permit. In all events involving food, the request will be reviewed by the campus Food Service Director.

10. Door to door solicitation will not be allowed in any College facility or in any College housing.

11. Responsibilities of Vendors

- a. The vendor must be in possession of all permits and licenses required by federal, state, and local law or ordinance, and in compliance with any applicable federal, state, and local laws or ordinances. Obtaining required permits and licenses and knowledge of the applicable laws are the responsibility of the vendors. Failure to be in possession of any required permit or license or to comply with any applicable law or ordinance shall be grounds for denial or withdrawal of a College Commercial Activity Permit.
- b. All off-campus vendors and commercial entities must have departmental/student organization sponsorship.
- c. College of Charleston reserves the right to require proof of general liability insurance and worker's compensation insurance and to be named as an additional insured when appropriate.
- d. The vendor must have on file in the Office of Student Life two weeks prior to their scheduled date on campus a signed Sponsored Activity Request Form. A Commercial Activity Permit must be obtained through the Director of Student Life and displayed at the vending location.
- e. Merchandise of all off-campus vendors and commercial entities shall be confined within the vendor's designated space, and the appearance of the booth shall be in a manner in keeping with the campus environment and local City requirements. The use of large overhead banners, pennants, and other obtrusive adornments is prohibited.
- f. All off-campus vendors and commercial entities shall agree to pay in advance the minimum established space fee which is non-refundable, and to accurately report to the sponsoring department their gross sales at the end of the selling period. Any percentage monies due are payable immediately.
- g. Off-campus vendors and commercial entities must make available to purchasers information regarding the circumstances under which merchandise may be returned or exchanged during and after the vendor is selling on campus.

- h. Vendor must leave its area in the condition in which it was found. Vendor is responsible for all clean-up and for any repair costs.

12. Sponsoring Unit or Recognized Student Organization Responsibilities

- a. Ensures the presence of responsible member(s) of the sponsoring unit throughout the duration of the commercial activity to include set-up and take-down.
- b. Sponsor must ensure that vendor has displayed the Commercial Activity permit.
- c. Ensures the sponsoring unit or recognized student organization and vendor abide by the relevant and appropriate College policies, guidelines, and rules governing the location, time, and duration of the activity.

13. Permits and Fees

- a. Sponsored Commercial Activity Permits will be issued only to the sponsoring unit or recognized student organization.
- b. Sponsored Commercial Activity Permits will be issued Monday through Friday between the hours of 9:00a.m. and 4:00p.m. through the Office of Student Life.
- c. The vendor will be charged a fee for space use per day unless the group is participating in an official university activity. The amount must be paid in advance and is non-refundable. The amount of the fee is subject to change annually.

14. Violations

- a. The sponsoring unit or recognized student organization which violates any of the provisions of the Sponsored Commercial Activity Guidelines may be denied approval of future requests for permission to use College property for activities that require such permission or may be otherwise restricted in their use of College property.
- b. The Office of Student Life and the Office of Business Affairs reserve the right to refuse vendors/or vendor sponsorship or to terminate any agreement for any reason if such termination is in the College's best interest.

