

Sponsored Commercial Activity Request Form Guidelines

1. **SPACE ASSIGNMENTS-** Space assignments will not be guaranteed until a completed Sponsored Commercial Activity Request Form is submitted to the Office of Student Life and approved by the Director of Student Life. Space availability is limited, so please plan ahead. Ten (10) business days from the initial receipt of applicable forms and documents are required to complete the approval process.
2. **LOCATIONS FOR SPONSORED COMMERCIAL ACTIVITY-** Sponsored commercial activity is allowed in the Stern Student Center, the Stern Center Garden, the Lightsey Center Lobby & Courtyard, Cougar Mall, Physicians Promenade, and George Street. 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. Sponsored commercial activity may only occur between the hours of 9:00am – 4:00pm Monday through Friday unless advanced written approval is issued to the vendor by the Director of Student Life.
3. **SPONSORED COMMERCIAL ACTIVITY PERMIT-** 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 of Charleston.
4. **LICENSES AND PERMITS-** 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. The vendor is responsible for being in possession of all permits and licenses required by federal, state and local laws or ordinances. The vendor must comply with any applicable federal, state, and local laws or ordinances. 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 of Charleston Sponsored Commercial Activity Permit.
5. **FEES-** The vendor must pay a non-refundable fee of \$50.00 to the Office of Student Life to purchase a Sponsored Commercial Activity Permit. Payment must be submitted in the form of a check (made payable to "College of Charleston") or by credit card to the Office of Student Life ten (10) days prior to the event. Payment should not be submitted until the Director of Student Life has confirmed your

reservation request in writing. Once payment is received, a Sponsored Commercial Activity Permit will be issued the day of the event in the Office of Student Life (Monday – Friday, 9:00am – 4:00pm), located in the Stern Student Center. This permit is valid only for one (1) day and only for the date indicated on the permit.

The Sponsored Commercial Activity Permit entitles the vendor to use of one (1) four-foot long rectangular table and two (2) chairs in their assigned location on campus. Additional space usage fees apply in the following areas: Stern Student Center Ballroom, Stern Center Garden, Stern Center theater, meeting rooms, and conference rooms. Rates, policies and reservation information are available through the Office of Student Life. Additional space usage fees must be paid in addition to the \$50.00 fee required for the Sponsored Commercial Activity Permit.

6. **INCLEMENT WEATHER-** In the event of inclement weather threatening an outdoor vending location on campus, the Office of Student Life will work with the vendor to arrange a mutually agreeable time when the event can be rescheduled.
7. **TABLE VENDOR GUIDELINES-** All vending must be tabled and under no circumstance are vendors allowed to move from behind the table. Merchandise of all vendors 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 of Charleston requirements. The use of large overhead banners, pennants, and other obtrusive adornments is prohibited. No signage or other materials may be affixed to any painted surfaces (walls, ceilings, railings, lamp posts, fences, floors, doors, etc.). All signage is restricted to the table only. The College reserves the right to cancel any event for violations of these guidelines.
8. **VENDOR EQUIPMENT-** The vendor and/or sponsoring campus department/student organization may not store equipment or leave equipment setup in their designated location on campus after their event is over unless written approval is granted in advance by the Director of Student Life.
9. **AMPLIFIED SOUND-** Amplified sound is limited to specific locations on campus and specific times of day. The Director of Student Life must provide prior written approval for any event involving amplified sound.
10. **PARKING-** The vendor is responsible for arranging appropriate parking for all vehicles the vendor brings to the College of Charleston campus. Vendors are encouraged to utilize parking garages and metered spaces on or near campus. Additional parking information can be obtained from Parking Services (843-953-7834 or <http://www.cofc.edu/~parking/>). Parking Services can also assist vendors in locating space on campus for the loading and unloading of equipment.
11. **ADDITIONAL SERVICES-** Additional services may be available through the College of Charleston. The vendor should contact the Office of Student Life for additional information. Some additional

services require an extended period of time up to plan. Please contact the Office of Student Life as soon as possible if you know that you will need additional services.

- 12. CHECK OUT GUIDELINES-** The vendor is responsible for cleaning their assigned space prior to leaving campus each day. The vendor must ensure that all trash is deposited into a trash can or recycle bin and that the assigned space is clean. The vendor must check out with the Office of Student Life and have an employee from this office inspect their assigned space prior to departure. The vendor will be assessed charges for any cleaning and/or replacement costs deemed necessary by the Office of Student Life.

- 13. WILLFUL OR CARELESS DAMAGE TO PROPERTY-** In addition to all cleaning/repair costs, incidents involving willful or careless damage to property, will be referred to the Department of Public Safety for investigation. Further, student organizations and/or individual students may be referred to the Honor Board if it is determined that the Student Code of Conduct has been violated.

- 14. CONTACTING OFFICE OF STUDENT LIFE-** For more information regarding the Sponsored Commercial Activity Request Form, information on the College of Charleston Business Practices Guidelines: Sponsored Commercial Activity on College Property, or information on facility reservations at the College of Charleston, please contact the Office of Student Life.

Office of Student Life- Center Services
College of Charleston
66 George Street
Charleston, SC 29424
(843) 953-5726 (Voice)
(843) 953-1423 (Fax)
<http://studentlife.cofc.edu/>