

Policy: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Responsible for Policy: Academic & Student Affairs

Approval Date: November 2008

Procedure: \_\_\_\_\_

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Effective Date: November 2008

Most recent review: Fall 2012

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

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.

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).

- FLCC Facility Use form
- None