



Campus Vending Policy

The Associated Students of Skyline College (“the ASSC” or “the A.S.”) agrees to sponsor vendors on campus in order to provide unique products and services that might not be otherwise available to Skyline College students. For purposes of this policy, a vendor is defined as a business person or business entity who wishes to offer their products and services at Skyline College. Such vendors must follow the guidelines outlined below in order to be sponsored in such a manner.

1. Each vendor must complete and sign an ASSC Vendor Agreement form (attached) and an events contract a minimum of 45 days prior to date of use.
2. Fees must be paid in advance to the Center for Student Life and Leadership Development Office. Checks should be made payable to “ASSC.” (Fees will be used to support scholarships and services that directly benefit students.)
The vendor fee is determined by rates listed below:
 - Non-profit Organizations: \$10/day
 - Vendors selling products (jewelry, bags, clothing, etc.): \$40/day
 - Vendors selling services (banks, communication services, recreational services, etc.): \$50/day
 - Additional service charges: Vendors who require additional tables and/or chairs will be charged a service fee of \$25 per additional table and/or per 2 chairs per day.
3. Vendors must follow all College policies while present on campus, particularly those pertaining to the “time, place, and manner” of public expression and conduct as outlined in the current College Catalog. Generally, this means that vendors must present their products and services only at a table in designated areas issued by the Center for Student Life and Leadership Development Office. Vendors must stay behind their tables or in their vendor space and may not follow, shout, or otherwise harass students, staff, faculty, administrators, or community members while vending their products on campus. Those in violation of these guidelines will be asked to leave campus.
4. Campus groups and organizations also use the same areas to conduct events and activities. At times, space may be limited for vendor use. In such cases, every reasonable accommodation will be made to provide vendors with alternative days and times on a first come, first served basis until all vendor spaces are taken.
5. Vendor spaces are primarily intended to vend products and services that are not generally available in local retail stores, which are offered to students at a discount, or which are of particular unique benefit to students. Although the ASSC wishes to encourage and allow most types of products and services, the A.S. does, at its sole discretion, reserve the right to refuse a vendor if, for any reason, the A.S. feels that the product, service, or conduct of the vendor is not in the best interest of the students of Skyline College. Such determination will be made by the Student Life and Leadership Manager, or his or her designee, in consultation with the ASSC President, or his or her designee.
6. Items that are not allowed to be vended on campus, under any circumstances, include alcohol, drugs, firearms, or any other item not allowed on the college campus by College/District policy and/or state and/or federal law.
7. In order to allow for a variety within a limited amount of space and time, vendors will be allowed to vend for a maximum of five (5) class-session days per week and no more than ten (10) class-session days per month. Vending can only take place when classes are in session, typically Monday through Thursday from 8 a.m. to 10 p.m. and Friday from 8 a.m. to 4 p.m.
8. The Student Life and Leadership Manager, or his or her designee, shall act on the ASSC’s behalf to resolve any conflicts or issues that may arise in the course of implementing this policy, or in resolving any issues that are not specifically covered in this written document that relate to vendors and/or vending.