

Oberlin College & Conservatory

Student Union Outside Vendor Procedures

Policy Title: Student Union Outside Vendor Procedures

Responsible Position for Policy: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

Office/Department Responsible for Policy: Student Union Office (Wilder 111)

Division Responsible for Policy: Student Life

Original Issue Date: ()

Last Revision Date: (05/26/2020)

Log of Previous Revisions: (02/2020) *(All previous known revision dates)*

I. Policy Purpose Included in this policy are general regulations for posting advertisements in Student Union buildings (Wilder and Hales Annex), with more specific regulations by posting type. This is to ensure there is no damage to school property and that all rules are followed.

II. Policy Statement This posting and advertising policy is to ensure that all posters and advertisements hung are not obstructing or threatening the safety of students, faculty, and staff as well as ensuring there be minimal damage to school property.

III. Policy Scope/Eligibility: Policy applies to all administrators, staff, faculty, organizations, students and visitors.

IV. Administration: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

V. Procedures:

I.

- I. I. It is the responsibility of the incoming vendor to contact a student organization or department to sponsor their sales on campus. All sales must have a sponsor. A representative of sponsoring organization must be available to meet the Vendor when they arrive.
- II. II. It is the responsibility of the sponsor to contact the Scheduling Office in the Student Union to reserve date(s) and space for the sale and to confirm the reservation with the vendor.

- III. III. Please be prepared to submit first, second, and third choices when requesting dates for your sales. Due to space limitations, the Student Union does not schedule more than one sale per day.
- IV. IV. It is the responsibility (and expense) of the sponsoring organization or department to order a table from facilities operations to be delivered and picked up from the sale site.
- IV. V. Wilder Student Union is under no obligation to permit vendors to solicit in the Union.
- V. VI. Sales are permitted in the Main Lobby alcove of the Student Union Monday through Friday 9:00am-5:00pm for two (2) consecutive days. Vendors are not permitted to set up in the basement hallway.
- VI. VII. Vendors are permitted sales once per semester.
- VII. VIII. Location of the Vendor's display will be the discretion of the employees of the Student Union.
- VIII. IX. Weather permitting, sales may be moved outdoors in front of the Student Union. Vendors must supply their own tables when moving outside.
- IX. X. A minimum of 15% of the proceeds (some colleges charge 20%) must go to the sponsoring organization. It is the responsibility of the sponsoring organization to meet the Vendor at the end of each day to verify the total gross sales and to receive payment. It is strongly recommended that payment be immediately deposited to your organization's account through the miscellaneous deposit service provided by Student Accounts.
- X. XI. Vendors must conduct themselves in a professional manner. Patrons of the Student Union may not be approached or disturbed by vendors.
- XI. XII. If music is played, the volume must be kept low, to serve only as background music. Staff may request that music not be played. Oberlin College, the Wilder Student Union, and the Student Union staff will not be held responsible for injury, loss, or debt incurred as a result of a vendor's solicitation.

Reviewed: 2.2020