Vendors wishing to provide information and to sell their products and/or services to the students of Rancho Santiago Community College District, hereafter referred to as the District, shall adhere to these guidelines which shall be applicable to Santa Ana College, Santiago Canyon College and all other District sites.

Temporary access to any of the District properties by off-campus vendors is permitted to the extent that the activity is a complimentary part of the total services and programs offered to the students, faculty, and staff. The District reserves the right to deny use of properties, particularly in cases of conflict with college events, programs or activities.

A “vendor” is a person or company that sells, markets, or promotes products and/or services for profit directly to the students of the District.

Off-campus vendors may conduct solicitation activities on campus only when the off-campus organization is sponsored by a recognized college student club/organization or the college as a whole. District employees may not be sponsored for commercial purposes and/or personal financial gain.

Approval for on campus sales will only be considered for those vendors whose products or services:

1. Provide significant positive value to the quality of campus student life
2. Are not in competition with vendors holding current district-wide contracts.
3. Are not duplicative of goods and/or services currently available through established on-campus sources, such as the Bookstore.
4. Are not alcoholic beverages, illegal drugs, or drug paraphernalia.
5. Are not considered obscene as defined by community standards.
6. Are not products or services which undermine the academic integrity of the college
7. Are not counterfeit of brand-name goods

Requirements of Off-campus Vendors

1. All off-campus vendors must have completed a Facilities Application/Permit issued by the campus Facilities Scheduling Department, and must have signed the Vendor Agreement before setting up to sell on campus. They must also provide the following documents 15 working days prior to the first day of vending:
   - A current California Business or resale license
   - Retail business license from the City of Santa Ana or the City of Orange
   - Written agreement to hold the district harmless from any loss or liability arising out of use of the facility.
   - A certificate of insurance with $1,000,000 limits of General Liability & Damage coverage with a separate endorsement naming Rancho Santiago Community College District as “additional insured”

2. All off-campus vendors display in public view at the vending location, a completed and approved Vendor Permit/ID.

3. Merchandise of all off-campus 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. The use of overly large banners, pennants, and other obtrusive adornments is prohibited.

4. Off-campus vendors are approved to sell items of general interest to the campus community, including, but not limited to, prints, paintings, photographs, jewelry, clothing, and leather and wood products. Food or electronic items shall not be offered for sale.

5. All off-campus vendors shall agree to pay in advance the minimum established space fee of $150.00 which is non-refundable. Payment is due 15 working days prior to the first day of vending. Funds raised through this process will be distributed back to the student community through a student organization fund.
6 Off-campus vendors must make available to purchasers information regarding the circumstances under which merchandise may be returned or exchanged during and after the transaction.

7 Vendors must provide a sales receipt to each customer for each purchase.

8 Vendor shall adhere to the following requirements:
   - The Facilities Scheduling Department shall specify the date(s), the time(s), and specific location on the site where vendor shall be allowed to provide information and sell their products and/or services to students.
   - District equipment, materials or supplies may be provided to vendor at the discretion of the campus.
   - Parking is available to the vendor at the posted daily rates in the student parking areas.

Vendor Permit Procedures
1. Vendor will contact the Facilities Scheduling Department at the campus they wish to sell or market their merchandise and request a Facilities Application/Permit 30 days prior to the first day of vending.

2. The Facilities Scheduling Department shall review the application and shall render a decision within five (5) business days as to whether the application has been approved or disapproved and will notify the vendor in writing of the decision.

3. Vendors who wish to appeal a denial of their application must submit a written statement to the Facilities Coordinator.

4. It is the responsibility of the vendor to deposit cash, cashier's check or money order made payable to RSCCD directly to the Cashier's Office at the campus where they wish to sell or market their merchandise and give a copy of the receipt to the Facilities Coordinator.

5. Vendor will not be allowed on any of the District sites the first two weeks and the last two weeks of each semester.

6. Vendors are allowed a maximum of seven (7) days per semester to sell their items.

Failure to comply with these procedures shall ban such individual, group, or organization from vending on any District site for six (6) months. Any vendor who wishes to be reinstated will go through the "Reauthorization Process" conducted by the Facilities Department.

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