



Procedure Title: Vendor / Display Table Request
Procedure Number: 655.010
Board Policy Reference: 655 - Use of District Facilities & Equipment

Accountable Administrator: Chief of Finance and Operation
Position responsible for updating: Executive Assistant, President's Office
Original Date: 11/10/2015
Final Review Date by Exec Team: 11/17/2015
Authorized Signer Title (*Signature on file*): Robin Gintner
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Revised:
Reviewed:

Purpose/Principle/Definitions:

To provide a framework to govern campus vendor table activities. Vendor tables serve multiple purposes by allowing campus departments and recognized student clubs and organizations the opportunity to promote events, gain visibility for services, and conduct fundraising activities. External vendors may provide valued services to students.

Guideline:

Oregon Coast Community College allows organizations, internal and external, to use designated table space on campus on the condition that the organization's presence contributes to the mission of the college. The College has established rules and guidelines that govern the type of activity allowed and the conditions that govern those activities. A fee scale covers costs to the College and fee collection will be facilitated by the Facilities Department.

Organizations, hereinafter referred to as "Users", shall include but are not limited to those that represent:

- Commercial solicitation and advertising

- Vendors (includes those who are selling or distributing products, merchandise, or services, or earning revenue from access to OCCC students and staff (including those gathering signatures for petitions if they are being paid to do so.)
- Religious organizations
- Political candidates or groups representing political issues
- Groups gathering petition signatures

Part 2: General Guidelines

Restrictions:

- Promotion, sales or distribution of products that violate state or federal laws, Oregon Coast Community College policies or the terms of OCCC contracts or agreements are prohibited.
- Users are not permitted to directly or indirectly promote the use of alcohol, drugs, tobacco, obscene material, or material that would violate OCCC policy. Credit card promotion or sales are not permitted.
- Users are required to be at or near their display area and cannot aggressively solicit OCCC students, faculty and staff. Any form of harassment or inappropriate behavior on the part of the User toward members of the campus community will result in immediate removal from campus and revocation of the User's solicitation/vending privileges.
- The College reserves the right to limit the number of concurrent displays.
- The College reserves the right to determine whether a User's presence is in conflict with the mission of the College.
- The College reserves the right to remove a User for non-compliance of policies.
- The College reserves the right to limit the number of table opportunities per User to three days per term. The number of days allowed will be based upon space availability and the number of reservations received.
- The College reserves the right to minimize disruption to the learning environment and may limit or prohibit displays during the first three and the final week of any term.
- The College reserves the right to make different display arrangements with organizations that partner with or have a contractual agreement or MOU (Memorandum of Understanding) with the College.
- OCCC reserves the right to refuse or revoke solicitation permission at any time.

Locations:

Central Campus in Newport

The indoor space for presenting information is a designated space in the southwest corner of the Commons, and shall be limited to one six foot table and two chairs which can be provided by the

College for a fee. Users shall contain their presentation and material to this area only. Additional space may be allowed by previous arrangement.

The outdoor presentations are to be located outside the entry doors of the main entrance. Particular care shall be taken to insure continuous safe entrance and egress to the building. Violators will be asked to leave. The College will not provide a table or chairs.

North Center in Lincoln City

The indoor space for presenting information shall be determined by the building coordinator or their representative. One six foot table and two chairs can be provided by the College for a fee.

The outdoor presentation area shall be near the bicycle racks on the northwest corner of the building. Care shall be taken to insure continuous safe entrance and egress to the building. Violators will be asked to leave. The College will not provide a table or chairs.

South Center in Waldport

The indoor area is extremely limited and shall be on the north side of entry vestibule. One small table and two chairs can be provided by the College for a fee but use of this space is not encouraged.

The outdoor presentation area shall be directly in front of the bike rack near the main entry. Care shall be taken to insure continuous safe entrance and egress to the building. Violators will be asked to leave. The College will not provide a table or chairs.

Part 3: Specific Distribution, Display and Facility Use Guidelines

1. Users shall be allowed to distribute printed material such as circulars, leaflets, pamphlets or brochures. Such distribution shall take place only within the designated area(s). Materials must be distributed by the User, not left on tables around the facility.
2. Banners and/or table signs are welcome, but shall only be displayed only on the user's table.
4. Users shall not hang, tape, stand, or place signs or other objects that may obstruct vision, signage, or walkways, or that may damage College premises without College written permission.
5. Hand-held signs or free-standing signs are permitted. Any and all signs must be removed at the end of the display period. Nothing shall be attached to a College building or placed in the ground on College property.
6. Material distributed in the designated area(s) that is discarded or dropped in or around the designated area(s) other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the designated area(s) that day.

7. Users are required to clean up their display area and remove all materials after their display time.
8. Failure to comply with the terms and conditions outlined in these Guidelines may jeopardize future access to College property for display or tabling purposes.

Part 4: Requests, Review, and Confirmation Process

Users who wish to request to display on College grounds should be directed to our website at www.oregoncoast.cc.org/vendortablingspolicy where they will be provided a link to the request process. Users will be required to review and accept the terms and conditions of utilizing College facilities for this purpose and to complete a form with specifics about their request. Forms will be directed to supervisors of impacted areas for confirmation and approval.

Part 5: Financial/Legal Considerations

The User understands that the use of the College facility is at his/her sole risk and agrees that Oregon Coast Community College shall not be liable for any injuries or damages, claims demands, lawsuits, or causes of action (including attorney fees and other expenses thereto) whatsoever to the user, for property damage, bodily injury, and/or death whether or not caused by negligence, arising out of or connected with the User's use of College properties. The College shall not be responsible for any loss or theft of the User's personal property.