

**Texas Woman's University
Mary Eleanor Brackenridge Student Union
Operating Manual**

Subject: Operating Procedures

Date: December 21, 2008

Updated: March 27, 2013

Re: Vending Space Reservations & Procedures

The guidelines for reserving vending space in the Student Union are listed below:

- A. Requests and payment for vending space(s) should be submitted at least 10 working days in advance to the Student Union Office 209.
- B. Vendors are required to pay for their reserved space before it is reserved within the Net simplicity system. Anyone who requests to be reserved without payment must get approval through the Director or Assistant Director before that reservation can be made.
- C. For reservations in the Student Union, please call the Student Union Office at (940)-898-3641.
- D. **Cancellation:** In the event a reservation is to be canceled, please contact the Student Union Office at (940) 898-3641. Cancellation of reservations should be made at least two weeks prior to the event date. Cancellations made less than 3 business days prior to event will forfeit all applicable rental fees. No-shows and improper cancellations will result in a loss of all payments. Any exceptions must be approved by the Student Union Assistant Director.
- E. Vending spaces are on a first come, first-serve-basis. Specific locations may be requested at the time of the reservation; however the Student Union will not guarantee location requests.
- F. Occupancy of vending space is only for the scheduled times, and the vendor agrees to be liable for any loss or damage to the premises or equipment resulting from occupancy. The Student Union is not liable for unattended vending spaces and is not responsible for maintaining or safeguarding of items in unattended spaces.
- G. The vendor is responsible for the orderly behavior of the participants, and for the supervision of merchandise or sales items at all times. **Amplified sound and aggressive tactics are prohibited.**
- H. Vending areas should be cleared of all belongings and the areas should be cleaned following each scheduled event.
- I. All merchandise, displays and other belongings must be removed from the Student Union at the end of the reserved time. Exceptions must be approved by the Student Union Assistant Director prior to the event date and additional charges may apply. Merchandise, displays and/or belongings left overnight

without prior approval will be placed in storage and the vendor will be assessed a storage fee of no less than \$50.

- J. Items for sale in the TWU Bookstore may not be sold in the vending spaces by students, student organizations, faculty, staff and persons or companies outside of the university. Any exceptions to this policy must be approved by the Student Union Director and the Bookstore Manager.
- K. Bake Sales: No pre-packaged items are allowed. Food and beverages sold by the Bookstore or ARAMARK are prohibited. The Student Union may limit the number of bake sales to one at any given time.
- I. Per campus policy, no credit card solicitations are allowed on campus.
- J. Vendors must list items to be sold and/or promoted on the reservation form. The Student Union reserves the right to require the removal of any items not listed on the reservation form, items that conflict with campus/building policy or items deemed inappropriate or offensive.
- K. Two building attendants will be assigned to all non-TWU sponsored events at the rate of \$10.00 per hour per attendant. Building attendants will be available to answer any questions or meet any needs an individual/group may have during the scheduled event. Building attendants may occasionally enter your event to ensure policy compliance and guest safety.
- L. In consideration of permission to use the facilities, the vendor who signs the Reservation Form, shall indemnify and hold harmless the Texas Woman's University for and against any and all liability, attorney's fees, court costs, loss of property, death, or other tortuous acts which may occur on such premises during the time of occupancy of the facility by which the user under this agreement of which may occur to or be caused by participating during such use of facilities.

Rate Schedule-Vending Areas

- A. Vending spaces are available to persons, non-affiliates and companies who are selling items that are not sold in the TWU Bookstore.
- B. The following rate schedule is in effect for vending areas:
 - a. Vending areas are available to student organizations and students with handcrafted items at no charge if the vending space is being used to benefit the student organization.
 - b. Staff and Faculty charges are \$25 per table.
 - c. Students selling or promoting items independent of the University will be charged \$25 per table.
 - d. Persons and companies outside the University will pay \$50 for the first table and \$25 for additional tables.
 - e. Persons and companies outside the University promoting job recruitment for students are allowed a space at no charge.
- C. A student, faculty or staff ID is required to reserve vending space at the discounted rate.

Payment Checklist

Date Scheduled: _____

Vendor Fee _____

Media Equipment _____

Total: _____