

Policies & Procedures for Commercial Activities

POLICIES AND PROCEDURES FOR COMMERCIAL ACTIVITY IN THE BUFFALO STATE CAMPBELL STUDENT UNION (Procedures as adapted from the Buffalo State Guidelines for Commercial Activities)

Revenue generating activities by outside interests within the Student Union Building are strictly prohibited under guidelines for commercial activities established by the College. However, under certain conditions bona fide student organizations of Buffalo State may sell commercial items and sponsor services for the exchange of revenue. Sponsored commercial activity will occur during a specific time each semester.

All revenues generated must be used for the betterment of the student organization. An individual may not receive personal gain.

All recognized groups, organizations desiring to sponsor commercial revenue generating activities in the Student Union must secure the approval of the Operations Manager of the Student Union who has been designated to act for the Vice President of Finance and Management in this capacity.

All such requests shall be made in writing and shall contain, but not limited to, the following items of information:

- a. nature, purpose, and duration of the activity
- b. identification of student organization sponsor and any and all others involved in a major way in the conduct of the activity, including name, title, address, telephone number.
- c. an estimate of expenses and projection of revenues
- d. cash control procedures to be employed
- e. identification of required or desired facilities

A representative of the student organization must be present at all times during the activity.

The area of activity must be clearly identified with the sponsoring organizations name and purpose of the activity.

All net income shall be used for the support of programs and activities of the student organization. An individual of the sponsoring organization may not receive personal gain.

All revenue generating activities must not only comply with the Commercial Guidelines, but must also follow any applicable United Students' Government regulations, federal, state or local laws related to business operations, and meet health and safety standards. All Commercial vendors must have a copy of their New York Tax Certificate on file with the Student Life Office. Additionally, this certificate must be on display at the vending location.

Commercial vendors offering services must donate funds to the sponsoring student organization. Hair cutting, and memberships are examples of sponsored services.

The first two weeks of each semester shall be a grace period for commercial vendors offering services without student organization sponsorship on a space available basis.

Credit card solicitation is prohibited on the Buffalo State campus. No credit card advertising, information, or applications may be offered at any time.

No group, student or off campus, is allowed to approach any individual in the building to offer services, programs or attempt to sell any items or services as this is considered soliciting. All groups are to be stationed at a table at all times.

FOOD HANDLING/SELLING IN THE CAMPBELL STUDENT UNION

As per the Erie County Department of Health guidelines, the only food items approved to be distributed in the Campbell Student Union, whether they are free giveaways or a monetary fee is charged, are those prepared in a kitchen that has obtained a current Erie County Department of Health permit. This guideline does NOT permit preparation of food in private homes or residence hall rooms.

The exception to this are manufactured, prepackaged food items (i.e. bottled drinks, individual bags of snack/candy items). For any other type of food that is intended to sell at an event/table, an Erie County Health Permit will be required. Please see the following link for further guidance on selling/giving away food on campus