

Administrative Procedures	
Procedure No. 515.1A Policy No. 515	Sales to Students, Faculty, Staff and Invited Guests Procedure

Criteria for Sales to Students, Faculty, Staff and Invited Guests

The following criteria shall be considered in providing goods, services or facilities to students, faculty, staff and invited guests:

1. The goods, services, or facilities are substantially and directly related to the District educational and public service mission.
2. The provision of goods, services, or facilities represents a special convenience to and supports the campus community or facilitates extracurricular and student life activities or facilitates public service activities.
3. Fees charged for the goods, services, or facilities shall account for the full direct and indirect costs, including overhead.
4. Procedures are developed to ensure that the goods, services, or facilities are provided only to students, faculty, staff and invited guests.

Resources/References

[Facilities Rental Information](#)
[Policy 605, Facilities Use](#)

Procedure 515.1A
Cabinet Review: 1/26/22
Governance Council Review: 2/2/22
WFSE Review: 2/15/22
Public Review Period: 2/22/22-3/8/22
Cabinet Approved: 3/16/22