

Administrative Procedures	
Procedure No. 515.2A Policy No. 515	Sales to Persons other than Students, Faculty, Staff and Invited Guests Procedure

Criteria for Sales to Persons other than Students, Faculty, Staff and Invited Guests

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

1. The goods, services, or facilities represent a resource which is directly related to the District educational and public service mission, which is not practically available in the private marketplace and for which there is a demand from the external community.
2. Fees charged for the goods, services, or facilities shall account for the full direct and indirect costs, including overhead and the price of such items in the private marketplace.
3. The district will comply with special business license requirements and collect sales and use taxes consistent with state laws.

Resources/References

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

Procedure 515.2A
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