



Office of Student Affairs; Student Life & Leadership Vendor Terms & Responsibilities

General Terms

1. No reservations for more than four days per month will be granted.
2. No vendor will sell Palomar College or Comet logo merchandise.
3. Palomar College is a non-tobacco use area.
4. The presence of animals on district property is subject to BP 3580. Please review this policy to determine compliance.
5. Use of Palomar Community College District facilities is contingent upon the terms outlined in AP 6700.
6. Items promoting or depicting the use of illegal drugs or alcohol will not be permitted.
7. Any items or materials which express or advocate racial, ethnic, religious, or sexual prejudice will not be permitted.
8. Tattooing and piercing services are prohibited
9. Any vendor using District facilities under this contract, shall hold harmless to the School District, its Governing Board, the individual members, thereof, and all District employees or agents from any loss, damage, liability, cost or expense, that may arise during or be caused in any way by such use of school facilities.

Vendor's Responsibilities

1. Ensure copies of up-to-date licenses and permits are provided to the Office of Student Affairs prior to each visit.
2. Make a payment by check or credit card of eighty-five dollars (\$85.00) per day to the Office of Student Affairs. Payment is due each day to the Office of Student Affairs, or can be paid in full prior to reserved date.
3. Vendor must provide a copy of proper license and State Board of Equalization Resale Tax number.
4. All taxes shall be included in the price of the merchandise.
5. It is the responsibility of the vendor to report all sales to the appropriate authorities and the vendor is responsible for computation and reporting all of taxes to the appropriate authorities.
6. Represent all merchandise truthfully.
7. If required, to make available all sale receipts to the Office of Student Affairs to verify gross sales amounts.
8. Tent stakes are **not permitted** on the college grounds. Vendor is to provide own table and chair.
9. Vendor will not hinder the ability of students to pass through the area and will refrain from approaching and/or harassing students. Vendors cannot solicit on other parts of the campus. Vendors must stay within their assigned area, behind their own table.
10. Display "Approved Vendor" document (provided to you upon check-in).

Vendor Signature: _____

Date: _____