



ADMINISTRATIVE **PROCEDURE**

6380

DESERT COMMUNITY COLLEGE DISTRICT

VENDORS

Permitting a vendor to work on the Desert Community College District entails the following policies and procedures.

- BP and AP 3600 Auxiliary Organizations
- BP and AP 3900 Speech: Time, Place and Manner
- BP and AP 6330 Fiscal Management/Purchasing
- BP 6340 Contracts
- BP and AP 6500 Property Management
- BP and AP 6540 Insurance

Student groups and external groups shall apply for consent to vend on campus using the Application for Use of School Facilities form available in the Administrative Services office. All applicants have a responsibility to comply with policies and procedures as called out on the application form.

District personnel having approval authority for Use of School Facilities are the Vice President, Administrative Services and/or his/her designee.

Rental fees are reviewed periodically to ensure the charges assessed the user are in close relationship to fees assessed by neighboring public agencies fees as well as sufficient in nature to cover the costs of services provided in accordance with the Civic Center Act.

Revenue generated is deposited to the District's general revenue account to offset costs incurred during usage.

Approved by College Council: September 17, 2007
Next Review: September 2012
Executive Cabinet Review/Approval: 9/6/16
College Planning Council Review/Approval, 1st Reading: 9/9/16

Administrator: VP Administrative Services

College Planning Council Review/Approval, 2nd Reading: 9/30/16
Board Meeting/Information Item: 10/21/16
Next Review: August 2021