

**Policy Manual (Revised 2/16/09 WDP) (DRAFT)**



<b>Title:</b> : Sale of Tickets	<b>Number:</b> 6Hx2-6.19
<b>Legal Authority:</b> Fla. Statutes 240.319 (2)	<b>Page:</b> 1 of 2

**GENERAL STATEMENT**

The President or his/her designated representative is authorized to set the rates to be charged for admission to student activities and other events and determine the number of complimentary tickets to be authorized for each event. The rates charged for admission shall include any sales tax liability.

The President is authorized to establish a cash "quick refund" account and to authorize refunds on tickets purchased when such refunds would serve the best interest of the College.

Accounting for the sale of tickets and refunds shall be in accordance with procedures established by the President.

The President or his/her designee is authorized to negotiate contract terms with entertainers, speakers, and consultants for College sponsored events provided that the contract does not exceed the amount approved in the budget. In those instances when gross sales are expected to offset the contract fee, the President may approve a contract that exceeds the budgeted cost. All contracts must be approved by the Board of Trustees. Contracts requiring action between Board meetings as a result of unusual circumstances may be approved by the President and submitted to the Trustees at their next regular meeting.

**THE POLICY and THE STUDENT**

Student activities are to be designed to give students a range of events to improve student learning outcomes and their experience at college.

**THE POLICY and THE FACULTY AND STAFF**

Events and activities are to be designed to give the College and the local community a range of endeavors to improve learning outcomes and to serve the community.

**IMPLEMENTATION and OVERSIGHT**

The Vice President in charge of each area of the College is responsible for the event activities being performed while the Provosts and Chief Financial Officer are responsible for establishing procedures to implement and oversee this policy, including the investigation of any alleged policy violations.

**VIOLATION OF POLICY**

All individuals in violation of these established policies may be subject to disciplinary action, up to

**History:** Revised as Policy 6.31 on October 16, 1979; revised on September 21, 1982; reissued on September 21, 1986; revised on December 16, 1986; revised on March 19, 1991; revised and re-numbered on June 18, 1999.

<b>Approved by the Board of Trustees</b>	<b>Date</b> 00/00/00	<b>President's Signature</b>	<b>Date</b> 00/00/00
		FEB 24 2009	
		ENCLOSURE 16	

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and including termination.

AGENDA ITEM VII-H

FEB 24 2009

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