

# Policy Manual



<b>Title:</b> Sale of Tickets	<b>Number:</b> 6Hx2-6.19
<b>Legal Authority:</b> Fla. Statutes 1001.64 (4) (b)	<b>Page:</b> Page 1 of 1

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.

**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, 1997; updated logo October 4, 2013

<b>Approved by the Board of Trustees</b>	<b>Date</b> 10/04/2013	<b>President’s Signature</b> 	<b>Date</b> 10/04/2013
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