

<b>POLICY NUMBER</b>	<b>ADM 01-2</b>
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<b>REVIEW DATE</b>	<b>FEBRUARY, 1998</b>
<b>AUTHORITY</b>	<b>PRESIDENT'S COUNCIL</b>
<b>PRIMARY CONTACT</b>	<b>VICE-PRESIDENT, ADMINISTRATION &amp; FINANCE</b>

## **POLICY**

### **I. GENERAL**

The mission of Thompson Rivers University (TRU) is to respond to the educational needs of the various communities it serves through exemplary teaching, scholarship, research, the uniqueness of its programs, and the quality of its support services. In carrying out its mission, TRU provides its constituents with a variety of retail goods and services that are both necessary and integral to the fulfillment of this mission.

The provision of these retail goods and services requires that TRU engage in retail activities on its campuses and that all these retail activities have been approved by TRU. In conducting these activities, TRU will ensure that appropriate health, safety and government regulations are adhered to.

### **II. DEFINITIONS**

1. Retail activities on campuses are defined as the sale of goods and services to members and guests of the TRU community when the transaction occurs in a public or common area or facility of TRU. Typical examples include textbooks, supplies, food services, beverages, clothing, hair styling, etc.
2. Retail activities on campuses do not include:
  - a. The solicitation of donations or contributions from members and guests of the TRU community for charitable, educational, or social purposes when such solicitation does not involve the retail sale of goods and services.

- b. Material fees, shop charges, library fines, parking, disposal and sale of educational training aids (i.e. plants, scrap metal, meat cutting), and assessment of other miscellaneous fees that are highlighted in the TRU calendar.
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## REGULATIONS

In order to provide a process for individuals, groups or agencies to request permission to engage in retail activities on the campuses of TRU, and to enable TRU to systematically and equitably respond to such requests, the following regulations have been developed:

1. In administering the Retail Policy and Regulations, primary consideration will be given to student needs and to maximizing the campus experience for students.
2. Normally the Business Operations Division shall be the appropriate agency to provide retail goods and services. The Business Operations Division may subcontract or otherwise authorize a qualified supplier or vendor to sell specified goods and services on the campuses.
3. Any other individual, groups or agencies proposing to operate a retail activity on campus must file a written application or proposal with the Business Operations Division. This application will outline the nature of the products or services to be sold, anticipated prices, what the proceeds will be used for, and, if applicable, their compliance with appropriate health regulations. Approval for these activities will normally be given by the Director of Business Operations; however this decision can be appealed to the President or his designate.
4. Public gaming activities conducted on TRU campuses, such as bingo, casino and ticket raffles, must comply with all licensing requirements established by the British Columbia Gaming Commission. All gaming activities on campus must file a written application with the Business Operations Division which shows proof that all licensing requirements with the Gaming Commission have been completed.
5. Retail activities which occur during conferences and special events require approval from the Director of Business Operations before they can proceed.
6. TRU logo materials are trademarked and any retailing of these products must be authorized by the Director of Business Operations in consultation with the Director, Public Relations.
7. Faculty and staff are not authorized to engage in private retail activities with textbook buyers who seek to purchase complimentary, not for resale, textbooks supplied by publishing companies. Faculty and staff are encouraged to donate unwanted complimentary books to the library or to charitable organizations. (The purchasing and retailing of textbooks on campuses is restricted to the Business Operations Divisions through the TRU Bookstore, although the advertising and selling of used books by individual students to other students is permitted.)

8. On the Kamloops campus, the Thompson Rivers University Students' Union will serve as the approving agency for short-term, transient, student-sponsored fundraising, social and gaming activities. In approving these requests, the Cariboo Student Society will ensure adherence to all regulatory agencies and applicable TRU policies and regulations. Student groups wishing to conduct such functions must apply through the Cariboo Student Society. In Williams Lake and other TRU campuses, the same process will apply through their respective student organization.
9. The provisions stated in the Retail Policy and Regulations apply to all TRU campuses and locations.