

# AURARIA CAMPUS POLICY



Policy Title:	Campus Exclusive Sales & Services		
Approval Authority:	Chief Executive Officer/Auraria Executives Council		
Approved:	March 13, 2001	Category:	Campus-Wide Policy
Last Reviewed:	March 8, 2018	Effective:	March 13, 2001

## Audience

This policy applies to all employees, students and visitors on the Auraria Campus.

## Policy

The Auraria Higher Education Center (AHEC) has entered into agreements with leaseholders and contractors to provide goods and services for students, faculty, and staff on the Auraria Campus. Leaseholders and contractors pay AHEC for the official authorization to do business on campus property. These payments are committed to the Student Facilities Bond Fund to supplement support for student facilities and activities and to minimize increases in student facilities fees. The commercial operations of the AHEC Business Division are authorized to sell or provide specific goods and services on campus, as well. All profits from these programs are committed to the Student Facilities Bond Fund.

Sales of any kind are allowed only at pre-designated locations, as authorized by the AHEC Business Division, by way of official lease, contract, or short-term reservation agreement. Door-to-door or roaming sales are strictly prohibited on campus.

Campus departments have the right to buy from the commercial operations of the AHEC Business Division (Tivoli Station, Starbucks, etc.) and the official leaseholders and contractors, using state funds when there is no exclusive State Price Agreement covering that item.

Institutionally recognized campus student organizations often sell items to promote their student organizations at one-time special events. These sales are not in conflict with AHEC policy as long as they do not provide goods or services (either individually or through partnering with an outside commercial enterprise) that are in conflict with the goods or services of current official leaseholders, contractors, and/or AHEC's Business Division.

## CAMPUS BOOKSTORE

Tivoli Station has the sole and exclusive right to sell the following products on campus:

- New and used textbooks (including the buyback process of used textbooks)
- Course materials (course packs, course audio tapes, course CDs, language tapes/CDs, art supplies)
- Books (general reference books, leisure books, paperback books, fiction books, workbooks, etc.)
- School logo items (class rings, soft goods, gifts, and other novelties)
- Technology accessories and calculators (employee and student personal use)
- Other merchandise ordinarily rented or sold in college bookstores

## **CAMPUS AUXILIARY PROGRAMS**

The AHEC Business Division further has the sole and exclusive right to provide on campus:

- Official campus photo identification cards (and subsequent provision of RTD pass identifications per the RTD contract)
- General child care/early childhood education services (not related to academic instructional programs)
- Special event/conference support and coordination services

## **OFFICIAL LEASEHOLDERS AND CONTRACTORS**

Official leaseholders and contractors have the sole and exclusive right to sell/provide on campus the following general categories:

- Vending services (food, beverages, snacks, personal products, etc.)
- ATM machines and services
- Restaurant services/food operations (including seated service, fast food, carts, food trucks, etc.)

It should be noted that these official leaseholders and contracted services may change from time to time. A current list of goods and services is available from AHEC's Business Division, located in the Administration Building, Suite 370. Specific restrictions regarding additional exclusivity may exist within the Tivoli Student Union facility only.

## **OFFICIAL CAMPUS CATERERS**

Certain official leaseholders and contractors have the sole and exclusive right to provide catering services within the Tivoli Student Union, except as provided for and allowed under Tivoli conference service agreements.

These official leaseholders and contractors have the non-exclusive right to provide campus-wide catering services and again, contribute a portion of their profits to the Student Facilities Bond Fund when providing these services. Consistent with the policy to minimize student facilities fees, utilization of these caterers for campus-wide events is encouraged. Campus departments or institutionally recognized student organizations holding official institutional functions on the campus (outside of an AHEC event space) may contract services with other caterers. Off-campus organizations and/or individuals scheduling/renting campus facilities (outside of AHEC event spaces) are also encouraged to utilize the official leaseholders and contractors for catering services.

It is understood that none of the said merchandise and articles noted above shall be handled, rented, or sold, either at wholesale or retail, on the campus premises occupied by an individual, corporation, or co-partnership except by Tivoli Station, official leaseholders, or official contractors, as recognized by the AHEC Business Division.

## **History and Updates**

- March 8, 2018
  - Edited for basic language and updates to titles, departments, etc.