



VENDOR APPLICATION

Facilities Office
Student Activities Office
16130 Lasselie St Moreno Valley, CA 92551

Phone (951) 571-6256
Phone (951) 571-6105

Fax (951) 571-6343
Fax (951) 571-6152

How to Apply:

If you are interested in participating in Vendor Sales, please Mail In, Bring In, or Fax (**DO NOT e-mail**) the following seven items (7) to the Moreno Valley College Student Activities Office, Facilities Office or (Fax is the **best** and **preferred** method):

- 1) The **signed** Vendor Request for Use of College Facilities (semester-by-semester agreement)
- 2) A **signed** RCCD Hold Harmless Form
- 3) **Signed** Rules and Regulations for Vendors on Moreno Valley College
- 4) Proof of insurance (*\$1,000,000 minimum*)
- 5) A check or money order payable to **“Associated Students of Moreno Valley College”**
- 6) A copy of your California State Seller’s Permit* or Moreno Valley City Business License.
* Permits can be obtained from the California State Board of Equalization (<http://www.boe.ca.gov/>).
- 7) A copy of any forms or paperwork that you will require customers to complete.

NOTE: The following dates are **NOT** available: **The first two (2) weeks of the Fall and Spring Semesters, ALL Fridays, Saturdays, Sundays, and National holidays.** (Club sponsorship not available during winter and summer sessions).

Fee Schedule

Business

Daily Vendor Fee: \$100/day

Club Sponsorship: Negotiated with specific club

* Vendors that will not enter into any financial transactions with students or solicit any type of service from students at Moreno Valley College will not be charged the Daily Vendor Fee.*

If serving food, please attach a Food Service Authorization Form.

SALES TAKE PLACE OUTSIDE IN THE JOHN COUDURES PLAZA.

Moreno Valley College will NOT provide Tables or Chairs.

Vendors Must Provide Their Own Tables, chairs and/or canopies.

Total selling area is approximately 10’ x 10’. **Table size, selling area and location are subject to change.**

Applications will be processed in the order received and we will make every attempt to fulfill your choice of dates. However, if your requested dates are unavailable for any reason, it will then require further negotiation to fulfill your request. Within seven (7) calendar days, any changes of unavailable dates can be made on your agreement without a processing fee. Completed application and payment will reserve your space. Telephone reservations are not available. As there is limited space, completed applications accompanied with payment will be processed first.



For Facilities Office and Student
Activities Office Use Only

Application # _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Moreno Valley College

RULES AND REGULATIONS for VENDORS ON CAMPUS

1. Commercial transactions and the display of product or services for sale on campus are prohibited unless hosted by a College Associated Students Organization (ASO), or sponsored by a chartered student club/organization, in conjunction with a fund raising activity. A Vendor application for use of college facilities must be obtained and completed by all vendors. Applications are available from the Moreno Valley College Facilities Office and/or the Student Activities Center located at 16130 Lasselle Street, Moreno Valley, CA 92551-2045, phone numbers are (951) 571-6256 or (951) 571-6105 respectively. A signed Vendor Application, Hold Harmless agreement, and proof of required insurance, must be received at least seven (7) calendar days (unless other terms have been agreed to) prior to the date on which the Vendor wishes to be on campus. At the time of application, Vendors must also provide the College with a copy of any forms the vendor intends to require potential customers to complete in order to obtain Vendor's product or services.

2. All Vendors will be required to provide proof of a valid city-issued business license and display that license at all times while on campus.

3. For vendors hosted by the Associated Student's, a per day fee will be charged. Fees will be discussed at the time of reservation. Vendors may be at a college a maximum of ten (10) days per semester for fall and spring. Check with the Facilities Department for winter and summer. Moreno Valley College may, if they choose, offer a reduced daily fee for vendors who are "Not for Profit". Proof of "not for profit" status will be required.

Vendors sponsored by a chartered student club/organization in conjunction with a fundraising activity, the Vendor will negotiate with the club/organization on the fees, whether it is a flat fee or a percentage of the Vendor's on-campus revenue. A vendor cannot make arrangements with more than one club/organization for a sponsorship for the same time frame.

The total amount due will be payable in advance. All fees must be paid by check or money order, payable to Associated Students of Moreno Valley College. A \$20.00 fee will be charged for every returned check received.

There will be no refunds or credit of the application fee, or subletting of the space, once vendor's application has been accepted.

4. All Vendors must have a copy of the approved Vendor Request For Use of College facilities with them while on campus. If the form is not available on site, vendor will be asked to leave. If the vendor has not received the approved copy prior to coming on campus they are to contact the above- listed phone numbers. If Vendor needs to reschedule due to weather conditions, change in plans, etc., they must call the College at the number listed above seven (7) calendar days prior to their scheduled vending date(s). The College will work with the Vendor to reschedule their time on campus. Should College need to cancel or reschedule the Vendor's time on campus, College will contact Vendor as far in advance as possible and make arrangements to reschedule.

5. Vendor parking, loading, and unloading arrangements are to be discussed when making the arrangements to be on college property. A complimentary Parking Permit will be provided (maximum of 2) from the Facilities office.

6. Competing Vendors (2 banks, 2 athletic clubs, 2 vendors selling the same product, etc.) will not be approved for the same time period.

7. Vendors may not, in any way, harass passersby. No Vendor shall touch or strike passersby, except for incidental or accidental contact, or contact initiated by a passerby. Any Vendor who violates these rules will be advised of the violation, and may be removed from the property by College Police and subject to the appropriate legal action. Vendor's activities must not disrupt classroom instruction or other scheduled campus events.

8. Without exception, vending of the following products/services is prohibited: Credit cards, illegal substances (including alcohol), tobacco products, obscene materials, intimate apparel, pepper sprays, knives, guns, or items that are not in the best interest of our student population (determination strictly up to the College), or anything that promotes, suggests and/or encourages discrimination of gender, race, ethnicity, national origin, religion, or sexual orientation. This list may be added to from time to time.

9. The use of alcohol or other illegal substances is prohibited on college property.

10. In order to avoid exposure to blood-borne pathogens and to observe universal precautions for infection control, vendors are prohibited from engaging in any activity that involves body puncturing, piercing, tattooing or any similar act which breaks the skin in any manner.

11. In the event that there is more than one Vendor in an area, only the Vendor first requesting amplification shall be entitled to use amplification. Under no circumstances shall there be joint amplification systems or more than one amplification system in use in the same general area. Vendors will not be allowed to use amplification if the College is using amplification at the same time. Hours of amplification are Tuesday's and/or Thursday's from 12:50 pm until 1:50 pm. Levels of amplification must not exceed a volume of 65 decibels at a distance of 50 feet.

12. Vendors wishing to sell food on campus, must obtain permission from the Food Services Department of the College in question, and may also be required to obtain any necessary permits from the County Health Department 10 days in advance. This includes vendors who are asked by the College or ASO, to furnish food for sale, such as a BBQ, on a college campus – the county health permit, as well as the business license specifically granting permission to sell off-site from their primary place of business, if applicable, will be required.

13. It is expected that vendors will furnish their own tables, chairs, supplies and shade structures.

14. Items sold must conform to space limitations as specified in the agreement (total selling area is approximately 10' x 10', subject to change). Vendors may bring additional tables to display additional merchandise but MUST stay with the assigned selling area. Failure to comply will result in suspension from vending and forfeiture of fees. All booths/displays must be professionally constructed, merchandise displayed attractively, no packing boxes, etc., shall be visible in the selling areas. All sales must be conducted in a professional manner.

The exchange/return policy must be clearly identified and displayed at the vendor table. Receipts with a contact phone number must be provided.

15. The Colleges of the Riverside Community College District, nor the District itself, assume no responsibility for theft, loss, or damage of any kind. All sales are between the vendor and the buyer, and the college/District assumes no responsibility for the financial transactions which occur between the parties. Security is the responsibility of the vendor. Failure to comply with the Rules and Regulations attached hereto will result in suspension from vending at the College for a period of time to be determined by the College in question.

I have read, understand and agree to abide by all the above.

Print Vendor Name

Print Vendor Title

Vendor Authorized Signature

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE

**HOLD HARMLESS AGREEMENT & INSURANCE REQUIREMENTS ADDENDUM TO
REQUEST FOR USE OF COLLEGE FACILITIES**

1. The *User* hereby agrees to indemnify, defend and hold harmless the District and its officers, employees, and agents from any and all losses, damages, claims, liability, expenses or cost arising from any accident or occurrence causing any injury or damage to any person or property (including *User's* employees or property) relating or attributed to the District's authorization to use the District's facilities.
2. The *User's* obligation to indemnify, defend and hold harmless as hereinabove provided shall continue notwithstanding the expiration or revocation of the permission to use the District's facilities.
3. The *User* shall secure and maintain during the duration of this permission to use the District's facilities, public liability and property damage insurance to protect it from claims for damages for personal injury, including death, as well as from claims for damages for personal injury, including death, as well as from property damage which may arise from or which may be alleged to arise from the permission granted by the District. Such insurance shall include public liability insurance in an amount not less than \$1,000,000 for injuries, including death, and property damage as the result of any occurrence.
4. Policies or certificates evidencing such coverage shall be filed with the District. The policies shall not be cancelled without ten days prior notice to the District. The wording on the certificate is to read:

**RIVERSIDE COMMUNITY COLLEGE DISTRICT IS ADDED AS AN ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF THE DISTRICT'S AUTHORIZATION TO _____
_____ TO USE THE DISTRICT'S FACILITIES.**

(User's Name)

5. The insurance required hereunder shall not be deemed a limitation on *User's* agreement to save and hold the District harmless and if the District becomes liable for an amount in excess of the insurance, the *User* will save and hold the District harmless for the whole amount thereof.

This Addendum is incorporated into the REQUEST FOR USE OF COLLEGE FACILITIES signed by the *User*.

Organization

Signature of Authorized Person

Title

Date



For Facilities Office

For Student Activities Office Use Only

Application # _____

MORENO VALLEY COLLEGE VENDOR REQUEST FOR USE OF COLLEGE FACILITIES

PLEASE TYPE OR PRINT CLEARLY AND FILL OUT COMPLETELY

Name: _____

Preferred Date(s): _____

Business Name: _____

Alternate Date(s): _____

Vending Time: _____ to _____

Phone: _____

Sponsoring Student Club/Organization (if applicable):

Fax: _____

Cell: _____

Please list the products/services that you will be selling:

E-Mail: _____

Name & Cell Phone Number of Person who will be on

campus: _____

Number of Parking permits Requested (max 2):

0 1 2

Moreno Valley College assumes no responsibility for theft, loss, liability claims, damage or any claims of any kind. All sales are between the seller and the buyer. The college assumes no responsibility for the financial transactions that occur between vendor and buyer. Security is the responsibility of the vendor. If the arrangements provided within this agreement are unsatisfactory to either party, before or during the activity, either party may terminate this contract. Failure to comply with these specified guidelines will result in suspension from vending at Moreno Valley College for one academic year.

I have read and agree to the terms of this contract,

VENDOR SIGNATURE

DATE

VENDOR TITLE

FOR OFFICE USE ONLY

STUDENT ACTIVITIES
FACILITIES OFFICE

DATE

APPROVED

DENIED

MORENO VALLEY COLLEGE VENDOR INFORMATION SHEET

PLEASE KEEP FOR YOUR REFERENCE

Vendor Table Guidelines

1. Items sold must conform to space limitations as specified in the agreement (total selling area is approximately 10' x 10', subject to change).
2. Vendors may bring additional tables to display additional merchandise but MUST stay within their assigned 10' x 10' selling area. Failure to comply with this policy will result in suspension from vending and forfeit of fees.
3. All booths/displays must be professionally constructed, merchandise displayed attractively, no packing boxes, etc., shall be visible in the selling areas.
4. Selling is restricted to the assigned vending area. No solicitations outside of your assigned vendor space.
5. Failure to be present at your reserved time may result in space being resold without any refund to you.
6. All sales must be conducted in a professional manner.
7. Exchange/Return policy must be clearly identified and displayed at vendor table. Receipts with a contact phone number must be provided.
8. Must have a current California State Seller's Permit on display (excluding services); include the number on the contract and a copy of the permit. Permits can be obtained from the California State Board of Equalization (<http://www.boe.ca.gov/>).
9. Each vendor will only be allowed to request a maximum of two (2) parking permits per contract; Vendors must follow strict guidelines for loading and parking as written on the parking permit that is sent.

(College Map Insert) Need to get the condensed version of the MVC map from production printing. Working on this.

Important Phone Numbers and Locations

Student Activities Office:	(951) 571-6105
Student Activities Coordinator:	(951) 571-6105
College Facilities Office:	(951) 571-6256
College Police:	(951) 222-8171