

**RULES AND REGULATIONS FOR PERSONS AUTHORISED TO USE  
THE CAMPUS GROUNDS FOR COMMERCIAL PURPOSES**

**LOCATION**

1. Vending or other approved commercial operations must be confined to the location(s) and times approved by Campus authorities. In cases in which a vendor is given "assigned locations" he/she may not change the place of operation without the written consent of the University.
2. The vendor/operator shall agree to defend, indemnify, and hold harmless the University from and against all claims, costs, liabilities, charges, damages, and the like, arising out of his/her use and occupancy of University property for the purposes prescribed in his/her contract with the university in respect of his/her operation.
3. No operator shall restrict access to the University's buildings or other facilities. Sidewalks, entrances, passages, courtyards, elevators, vestibules, stairways, corridors or halls or other parts identified as "common areas" shall not be obstructed by any vendor or used for any purpose other than ingress and egress to and from the assigned location. The University shall have the right to control and operate the "common areas" and the assigned locations having facilities furnished for the common use of the vendor/operator in such manner as the university deems best.
4. No nuisances shall be allowed, nor shall any activity be allowed which is deemed a source of annoyance or embarrassment to the University. No vendor/operator shall make, or permit any disturbing noises or disturb or interfere with the general day to day operations of the University, including but not limited to the use of any mechanical device or machinery, musical instrument, radio, tape recorder or displaying unruly or loud behaviour.
5. The vendor will be responsible for any damages to the Premises and to any university property, by its contractors, employees and/or agents, patrons occurring during the term however caused.
6. The Vendor/operator, his/her employees, agents, suppliers, etc., shall park personal and business vehicles in approved areas only. The vendor/operator and his/her employees shall not park on the streets adjacent to the University's campus, in service vehicle parking areas, sidewalks, roadways, or other prohibited areas. The vendor/operator and his/her employees shall not drive vehicles on sidewalks, or other prohibited areas without the approval of the University's Security Department.
7. The vendor/operator shall keep the designated area free of trash and safety hazards and shall at all times comply with any and all environmental public health, health and safety and industrial hygiene laws including any regulations, guidelines, standards or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene condition or other matters as may now or any time hereafter be in effect that are or may be related to the vending activities conducted in or on the Premises.
8. The operator shall keep the vending area / assigned location, in a clean, well-maintained, safe, appealing and professional state. Appropriate arrangements should be made for the daily disposal of waste. This waste should not be disposed of with the general Campus waste.
9. Each vendor/operator will provide all materials, supplies, and equipment necessary to offer the services/products approved under the permit. Each vendor/operator or his/her agent(s) shall maintain all materials in a manner consistent with good maintenance practices.
10. No vendor/operator shall use trees, bushes, benches, walls or other University property to display and/or hang merchandise.

11. Each vendor where applicable shall clearly display at his/her vending area / assigned location a price list for goods and services offered for sale or distribution.

#### **PROHIBITED ACTIVITIES**

12. The vending area or assigned location shall not be used for any unlawful, immoral or improper purpose. No operator shall sell, display, or offer for sale any products or services which are prohibited by law, or inconsistent with University policy. In no event shall the vending area / assigned location be used for the sale or distribution of obscene or pornographic books or magazines, or for the sale and distribution of drugs or other narcotics, drug paraphernalia or related items.
13. The operator must comply in all respects with the provisions of any statutes and other obligations imposed by law or by any by-laws applicable to the Premises or in any regard to the carrying on of the trade or business for the time being carried on in the Premises.
14. The University shall have the right to prohibit any advertising by any vendor/operator which, in the University's opinion, tends to impair the reputation of the University or be otherwise inappropriate. Upon written notice from University, such vendor/operator shall refrain from or discontinue such advertising.

#### **APPLICATION PROCESS**

15. All applications for vending on Campus shall be made on the prescribed form attached hereto to these Regulations. Forms should be completed and submitted to the Office of Student Corporate and Alumni Relations.

#### **LICENCES AND PERMITS**

16. The vendor/operator shall obtain and keep current and available for inspection any and all governmental licenses, permits or approvals required for commercial operation. These include (where applicable) copies of registered Business Licences, Tax ID, VAT Registration number, Health Certificate or other permits

#### **CONDUCT**

17. Each vendor/operator shall be responsible for all its employees, agents, suppliers, contractors and the like and shall be liable to the University for all acts of such persons.
18. All operations shall be conducted in strict conformance with the University's rules and regulations governing safety, security, dress code, etc. Vendors/operators shall not employ or hold business on University property with any persons using or under the influence of drugs and/or alcohol.
19. If an operator's employees, agents, suppliers, contractors, etc or other invited guests have engaged in disruptive, illegal, or other behaviour which is in violation of these rules and regulations the University may request that the individual guilty of such behaviour be immediately removed from the University's premises.

#### **POLICING**

20. The Campus Security Services shall be responsible for policing the execution of the Policy as it relates to the use of designated outdoor spaces by vendors during the times approved by the license.
21. Vendors are required to prominently display the UWI permit on their vehicles or to provide it to Campus Security Services for inspection on request.
22. Campus Security Services has the right to halt the sale of items on Campus where there is demonstrated breach of the Policy.

23. The Campus Health, Safety and Environment Officer shall be responsible for execution of the Policy as it relates to the health, safety and environmental practices of vendors and therefore has the right to inspect operations without prior notice.

Revised June, 2013