



Policy Name:	Sales of Goods, Services, and Rental Facilities
Policy Number:	3803
Applicable Code/Law:	N/A

Policy:

The primary mission of Shoreline Community College is education. A secondary, but important mission is to provide public service. In carrying out these missions, it is often necessary for the College to provide goods, services, or facilities for fees which enhance, promote, or support its educational or public service function. At the same time, the College must be mindful that when it provides goods and services or facilities for fees, it may be competing with local private businesses.

This policy has been developed to define the legitimate purposes under which sales of goods, services, and facilities for fees may be approved, and to establish a mechanism to review such sales. Recognizing that the primary mission of the College is to provide instruction, this policy shall not apply to charges for instruction in its regular, evening, or continuing education programs; services for fees in its extra-curricular, food services, athletic, recreational, or performing arts programs.

The College may engage in the direct sale of goods and services or rental of facilities to individuals, groups, or external agencies for fees only when those services, goods, or facilities are directly and substantially related to the educational or public services mission of the College. Charges for such shall be determined taking into account their full cost, including College overhead, as well as the competitive price of such items in the local community.

The direct sale of goods, services or rental of facilities to campus community college members which is for the convenience of and in support of the Board educational mission of the College is distinctly different from sales to individuals or organizations external to the College. Therefore, different criteria have been established to evaluate requests for such sales programs.