

**SECTION:** Business Affairs/Business Services  
**SUBJECT:** Concession Sales by Outside Groups

**ISSUED BY:** Assistant Vice President for Business Affairs  
**REPLACES:**  
**APPROVED BY:** President's Cabinet  
**EFFECTIVE DATE:** November 19, 1999

When outside groups come to campus to hold conferences, sports camps, etc. they sometimes request to sell concessions.

No food, snacks, drinks, etc. will be sold by outside groups. If the organization request these items to be sold during their meetings or activities, the above mentioned food and drinks must be sold by college personnel and from college inventories. All revenue from said sales will be the property of Asbury College. Asbury College must adhere to the Kentucky State sales tax laws for all such concessions.

If an athletic-related organization requests that the college sell concessions at the Luce Center the Director of Conferences Services will notify the Athletic Director and the Chairperson of the Athletic Department who will arrange for sales to be made by College personnel. Revenue and expenses will be accounted for in the same manner as concessions sold during college athletic events.

This policy does not forbid the organization from selling clothing with their logo or books, etc. They are responsible to report those sales for sales tax purposes. These sales would not be in competition with Asbury vending or bookstore.