



Commercial Activities

Category: Space and Property;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: November 1, 1984;

Amendments: July 12, 2005.

Policy

Normally university space will not be allocated to business enterprises which will gain financial benefits thereby.

Guidelines

In order to:

- protect the good name and reputation of the University;
- prevent the University campus from becoming a commercial market to the detriment of its image as an educational institution;
- protect the University's tax exempt status, and assure that proper consideration is given regarding sales tax and provincial/municipal licensing requirements; and
- maintain good relationships with local businesses,

it is necessary to control the sale of merchandise and/or services that are marketed on campus.

To this effect, the sale of merchandise and/or services anywhere on the University campus shall be restricted to:

1. Merchandise or services provided through outlets or organizations owned and/or operated by the University for that purpose (e.g. Bookstore, convenience store, Athletics Department, Alumni Services);
2. External firms (e.g. Royal Bank of Canada, Aramark, Copycorp, Twin City Refreshments) under contracts or agreements with the University for the provision of merchandise and/or services or operating under leases which set out the specific details relative to their respective commercial activity;
3. Recognized campus organizations (e.g. Environment Club, Student Nurses' Association, Residence Council, LUSU, LUCC) within the University community. All such organizations must obtain the written approval of the Executive Director of University Services or his designate before the sale of any articles may be undertaken.
4. All Other
Sales of a brief and specified duration of merchandise (e.g. poster sales, craft markets), or services not already provided by those organizations set out in (1), (2) or (3) above (e.g. bank card promotions, travel services) must be authorized by the Executive Director of University Services. In those instances involving external organizations of a mainly commercial nature, the University shall charge rental and/or user fees (e.g. movement of furniture, provision of electrical services, custodial services) as are determined from time to time by the University.

Except as noted above, no individual, group or organization of the University community shall engage in commercial activity on campus, nor shall any external person, group or company be allowed on campus for the purpose of offering merchandise for general sale, or for the solicitation of orders, subscriptions, etc., nor to advertise or use the University mail system for same.

Any proposal for off-campus fund raising on behalf of any part of the University or in its name must in the first instance be submitted in written form to the Director of Development for approval.

Review Period: 7 years;

Date for Next Review: 2022-2023;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.