



Vendor Application

Facilities Utilization Office
 Riverside City College
 4800 Magnolia Ave Riverside,
 CA 92506

Phone (951) 222-8498

Fax (951) 680-0000

PLEASE TYPE OR PRINT CLEARLY AND FILL OUT COMPLETELY

Date of Application: _____

Name: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____

Cell Phone: _____

E-Mail: _____

Fax: _____

Name & contact info of person who will be on campus: _____

Are you a: Sole Proprietor; Corporation; LLC

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

Will you be requiring customers to complete any forms or paperwork? Yes No

If so, please provide a copy prior to coming on campus.

Date(s)/Time(s) of Use: _____

Sponsoring Student Club/Organization: _____

Additional Information the College should know: _____

You must provide proof of:

- Business License from the City within which the College resides (must include a copy of business License)
- Insurance Coverage (must submit proof of one million dollar insurance coverage and list RCC as an additional insurer)

Sign and return Hold Harmless/Indemnification document

Fee: \$100 per day Note: Fee does not apply to events scheduled through Facilities Utilization Office

Signature of Individual Representative of Vendor: _____

Title: _____

Date: _____

NOTE: Approval is not granted until a copy of this form is signed by the college representative and stamped "APPROVED"

FOR OFFICE USE ONLY

College Representative Signature: _____

Approved Denied

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

***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 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 one 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 INSURER 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

EXAMPLE

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**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 use of the District's facilities, public liability and property damage insurance for personal injury, including death, as well as property damage which may be alleged to arise from the use of the District's facilities. The policies shall include public liability insurance in an amount sufficient to cover death, and property damage as the result of

**EXACT WORDING IN PARAGRAPH #4
IN BOLD MUST BE ON THE
LIABILITY INSURANCE FORM**

4. Policies or certificates evidencing such coverage shall be provided to the District. The policies shall not be cancelled without ten days prior notice to the District. The wording on the certificate is to read.

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ADDITIONAL INSURER BUT ONLY WITH RESPECT TO LIABILITY
ARISING OUT OF THE DISTRICT'S AUTHORIZATION TO
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(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

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 each college student activities coordinator office as follows: Riverside City College, 4800 Magnolia Ave., Riverside, CA 92506-1299, phone (951) 222-8572; or Moreno Valley College, 16130 Lasselle Street, Moreno Valley, CA 92551-2045, phone (951) 571-6149 Norco College, 2001 Third Street, Norco, CA 92860-2600, phone number (951) 372-7125. A signed Vendor Application, Hold Harmless agreement, and proof of required insurance must be received at least five (5) working days (unless other terms have been agreed to) prior to the date on which the Vendor wants 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 show proof of a valid city-issued business license and display that license at all times while on campus.
3. For vendors hosted by the ASO's, each College will charge a per day fee, set by the College. Fees will be discussed at the time of reservation. Vendors may be at a college a maximum of ten (10) days per semester (fall, winter, spring and summer). Each College may, if they so choose, offer a reduced daily fee for vendors who are in business as a sole proprietor. Proof of sole proprietorship will be required.

For 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, payable to the appropriate College student organization as follows: For Moreno Valley College, checks are payable to ASMVC, for Norco College, it's ASNC, and for Riverside City College, it is ASRCC.
4. All Vendors must have a copy of the approved Vendor Request Form with them while on campus. If you have not received the approved copy prior to coming on campus contact the above listed phone numbers. If Vendor needs to cancel due to weather conditions, change in plans, etc., they must call the College at the number listed above as far in advance as possible. 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 arrangements are to be discussed when making the arrangements to be on college property.
6. Competing Vendors (2 banks, 2 athletic clubs, 2 vendors selling the same product, etc.) will not be approved for the same time period to sell products or services.
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 campus 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 strictly 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 populations (determinations 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 determined by the Chief Student Services Officer of each College. 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 to, or want to, 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. However, if available, the College may rent available equipment to the vendor and supply electricity to the vendor for an additional fee.
14. Items sold must conform to space limitations as specified in the agreement (total selling areas 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

Date

Vendor Authorized Signature

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
FOOD VENDORS/DONORS

Name & Address of Food Vendor/Donor: _____

Food Items to Be Sold or Donated: _____

Date or event to Which Food Items to be Sold or Donated: _____

The vendor/donor 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 costs arising from any accident or occurrence causing injury or damage to any person or property (including vendor/users employees or property) relating or attributed to the District's authorization for the vendor/donor to sell or donate food product to the Riverside Community College District, for:

Location of vending/donating (check one):

Riverside City College; Moreno Valley College; Norco College; District

Vending/donating will be at the request of (check One):

Associated Students;
 Student Club – Name of Club _____
 Athletics
 Other Department – Name _____

The Vendor's/Donor's obligation to indemnify, defend and hold harmless as indicated above shall continue notwithstanding the expiration or revocation of the permission to sell or donate food product.

Vendor/Donor shall secure and maintain during the duration of this permission to sell or donate food product, general liability (including products liability) and property damage insurance to protect it 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 coverage is to be with an insurance carrier, licensed to transact business within the State of California with a rating of A+ or better and shall be in an amount of not less than \$1,000,000 per incident; \$2,000,000 in the aggregate.

A certificate of insurance evidencing the coverage indicated above shall be endorsed to **Riverside Community College District** as an additional insured, but only with respect to the liability arising out of the District's authorization of _____
(name of vendor/donor) to sell/donate the indicated food product to the District or on District Premises. The Certificate of Insurance is to be filed with the District Risk Management/Legal Department. Said policies of insurance shall not be cancelled without ten days' prior notice to the District Risk Management/Legal Department.

Signature of Vendor/Donor _____

Date: _____

