

administration • reference memo

- keywords
- **SALE OF GOODS AND/OR SERVICES ON
CAPILANO COLLEGE PROPERTY**
 - **DUTY OF CARE BY COLLEGE,
OCCUPIERS' LIABILITY ACT**
 - **DESCRIPTION OF SALES**

Cross-Reference Admin. Ref. Memo 1068

This Administration Reference Memo, in relation to the Occupiers' Liability Act, (RSBC 1996), sets out the terms and conditions of the sale of goods and/or services on Capilano College property ("premises").

According to the Occupiers' Liability Act, (RSBC 1996) Chapter 337 under the Definitions of This Act, "Occupier" means a person who:

- is in physical possession of premises
- has responsibility for, and control over, the condition of premises; the activities conducted on those premises; and the persons allowed to enter those premises

"Premises" includes:

- land and structures, or either of them, excepting portable structures and equipment.

Capilano College as the "Occupier", under the Occupiers' Liability Act, has a duty of care to ensure that the activities allowed on the premises are known and in compliance with the College's policies, procedures and management of risks.

The requirements under this Administration Reference Memo shall be administered by the Director of Contract Services and Capital Planning or his/her designate.

COLLEGE APPROVED SALES LOCATIONS

BOOKSTORE

STUDENT STORE

ARTICLES FOR SALE

Sells learning and other associated items at the discretion of the Bookstore Manager.

Sells handicrafts and commercially manufactured items within the confines of the Student Store at the discretion of the coordinator of Business Management, Retail Management Program.

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**COLLEGE APPROVED
SALES LOCATIONS****ARTICLES FOR SALE****FOOD COURT AND
FOOD & BEVERAGE KIOSKS**

Sells food and beverage items.

VENDING MACHINES

Sells a variety of food and beverage products.

**PERFORMING ARTS THEATRE
LOBBY (FOOD COURT)**

The Performing Arts Theatre (PAT) concession sells limited food and beverage items, including beer and wine, to patrons of PAT. Sales are restricted to one hour before theatre events, during intermission, and one hour after theatre events.

The PAT staff is responsible for cleaning up and returning the Food Court area to the original condition after use.

Use of the kitchen or any College or Contractor owned specialized equipment is not permitted.

The Agreement between the College and the Contracted Food Service provider must be adhered to at all times.

Any loss or damage, caused by the PAT or their renters, to the Food and Beverage Contractor's food products, equipment or premises will be charged back to PAT.

PAT sells merchandise directly related to an event in the Performing Arts Theatre. Examples include CDs, articles of clothing and books. To prevent direct competition, if sales are to take place Monday to Friday during normal work hours, the same item(s) must not be readily available in the Bookstore or from the Food Service provider.

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**COLLEGE APPROVED
SALES LOCATIONS**

PERFORMING ARTS THEATRE
LOBBY (FOOD COURT)
(cont'd)

ARTICLES FOR SALE

Permission and approval to set up in the Food Court must be obtained in advance from the Contract Services and Capital Planning Department. Such approval is granted on a first-come first-booked basis.

CONTRACT SERVICES AND
CAPITAL PLANNING

Sells debit cards for access to vending, food services, bookstore, photocopying, laser printers, microfiche readers.

STUDIO ART DEPARTMENT

From time to time during the year the Studio Art Department offers faculty and student-made items for sale.

HORTICULTURE DEPARTMENT

From time to time during the year the Horticulture Department offers various items for sale to the public.

TEXTILE ARTS DEPARTMENT:

From time to time during the year the Textile Arts Department offers various student-made items for sale.

IDEA DEPARTMENT

From time to time during the year the IDEA Department offers student-made items for sale.

FINE AND APPLIED ARTS
(SPORTSPLEX)

Once per year over a three-day period pianos are offered for sale in conjunction with a third party vendor.

TERMS & CONDITIONS OF SALES**WARRANTY**

The College does not offer an express or implied warranty for any item sold on Campus.

The buyer is responsible for establishing with the seller the refund policy, the warranty and/or guarantee.

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WARRANTY CONDITIONS: TO BE ESTABLISHED BY SELLER

Each seller is required to display a sign stating the warranty and refund policy offered, if any, on the item(s) for sale.

LICENSED SELLERS

With the exception of College owned/operated selling agencies/departments, and within-department sales, all other sellers must be licensed by the District of North Vancouver either with a business license or peddlers license.

ALL SALES THROUGH ESTABLISHED OUTLETS ON CAMPUS

With the exception of within-department sales and the piano sale, all sales must occur through one of the College established sales outlets; i.e. the Bookstore or student store.

ENQUIRIES/ARRANGEMENTS

Enquiries for sales are to be made, in writing, to the Director of Contract Services and Capital Planning. The individual/group/organization will be put in contact with the appropriate sales outlet.

RENTAL OF TABLES FOR SALE OF GOODS/SERVICES

The College does not provide tables for rent for the purpose of selling goods/services.

PERCENTAGE OF SALES TO COLLEGE

The College shall capture the sales of any consignment or other products through the College's cash register and expects to receive a percentage from gross sales for the use of College facilities and services, with the exception of within-department activities and the piano sale.

UNITED WAY CAMPAIGN ORGANIZED BY COLLEGE

Once per year the College organizes a United Way Campaign that is exempted from this Administration Reference Memo.

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INDIVIDUALS, ORGANIZATIONS, GROUPS OFFERING SCHOLARSHIPS/DONATIONS

Many individuals, groups and/or organizations offer the College a scholarship as an incentive to be allowed to sell their goods at locations other than the two designated sales areas (Bookstore and Student Store). The offered scholarship/donation shall be accepted and the sale(s) will be made through the two designated established sales outlets on campus or as otherwise assigned through the Director of Contract Services and Capital Planning.