



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 6 – Business and Financial Services

AP 6900– DISTRICT ENTERPRISE ACTIVITIES AND FOOD VENDING

The District is committed to providing specialized programs that are of general benefit to the students, staff, and faculty of the San Diego Community College District (SDCCD). In order to provide services related to Bookstore and Food Service activities, the Board authorized the establishment and operation of Enterprise Services. In an effort to be self-supporting, Enterprise Services has the first right of refusal for goods and services.

The Executive Operations Officer and the Director of Enterprise Services shall be responsible for approving and monitoring on-campus vending, commercial solicitation, and transactions. Inquiries about these activities should be directed to the Director of Enterprise Services.

Nothing contained in this procedure should be construed as authorization to enter into or carry on any enterprise activity that will compete with District Bookstores, Food Services, or other activities authorized in the Auxiliary Business Services Organization (ABSO) Articles of Organization unless specifically approved by the Director of Enterprise Services.

1. Commercial Transactions and Solicitation

- a. Coordination and approval of commercial activity, including but not limited to sale of merchandise, books, printed material, food and beverages, or services for sale requires written permission from the Director of Enterprise Services.
- b. The sale of Tobacco and Alcohol products on District property is expressly prohibited.

2. Liability

The User/Vendor/Reserving party of campus outdoor space shall be liable for any damages to District property due to user/licensee's misconduct or negligence.

3. Sound Amplification

Use of amplified sounds in outdoor space is restricted and must be approved in advance in order to preserve the academic mission of the SDCCD.

4. Parking and Vehicles

Access to parking and permission to drive vehicles on-campus should be coordinated through the District Facilities Services, and District College Police.

5. Allowable Activities

Enterprise, vending, and food-handling activities are typically sponsored through or by one of the following groups: Educational Services and other District Divisions as approved by Enterprise Services.

a. Vending Events – Off-Site Food Vendors

Questions related to this section should be addressed with the Director of Enterprise Services.

- 1) Vending events require the request to be made to each campus Food Service Operations to perform the services or provide the first right of refusal for the event. This supports the Districts efforts to:
 - a) Ensure compliance with the California Retail Food Code (CalCode) as outlined in the California Health and Safety Code of the State of California;
 - b) Minimize food borne illness risk and subsequent liability to the District
 - c) Establish and provide a standardized Districtwide process for the approval of off-site Food Vendors.

For events involving food vendors, the County of San Diego Department of Environmental Health considers all campuses to be open campuses, and therefore, considers all functions held on campus to be “open to the general public” and subject to all applicable CalCode laws, rules, and regulations.

- 2) The campus office, department, or organization representing the District will ensure that all required approvals, permits and applications will be completed on time.

6. Insurance Requirements

Insurance coverage shall be provided in full compliance with Board Policy and Administrative Procedure, BP/AP 6540, *Insurance*, and any related regulatory obligations. All required proof of insurance(s) are to be collected and submitted to Risk Management.

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