



SFSS Retail
Services Policies

Simon Fraser Student Society

simon fraser

student society

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INTRODUCTION

POLICIES



RSP-1: BUTTON MAKER RENTAL AND MATERIAL SALES

<i>POLICY TYPE: RETAIL SERVICES POLICY</i>		
<i>POLICY TITLE: BUTTON MAKER RENTAL AND MATERIAL SALES</i>		
<i>POLICY REFERENCE NUMBER: RSP-1</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

1.1 The General Office is responsible for the administration of the button maker rental and material sales service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

1.2 The Surrey Campus Coordinator is responsible for the administration of the button maker rental and material sales service at the Surrey campus. The VP Student Services will serve as oversight for this service and will work to ensure the process does not break down.

Supports

- Directors
- Staff
- Members

Process

1.3 Anyone wishing to rent the button maker or purchase button maker materials must present themselves to the General Office or Surrey Campus Office and complete a Button Maker Rental of Materials Purchase Order Form.

1.4 The General Office or Surrey Campus Coordinator will:

- (a) administer requests on a first come first served basis,
- (b) confirm the cost of the request with the requester,

(c) receive payment for the rental or purchase before providing the requester with any materials.

1.5 A feedback form will be made available to all requesters using the button maker rental and material sales service.



RSP-2: PORTABLE SINK RENTAL

<i>POLICY TYPE: RETAIL SERVICES POLICY</i>		
<i>POLICY TITLE: PORTABLE SINK RENTAL</i>		
<i>POLICY REFERENCE NUMBER: RSP-2</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

2.2 The General Office is responsible for the administration of the portable sink rental service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports

- Directors
- Staff
- Members

Process

2.3 Anyone wishing to rent the portable sink must present themselves to the General Office or the Surrey Campus Office and complete a Portable Sink Rental Order Form.

2.4 The General Office will:

- (a) administer requests on a first come first served basis,
- (b) confirm the cost of the request with the requester,
- (c) receive payment for the rental or purchase before providing the requester with any materials.

2.5 A feedback form will be made available to all requesters using the portable sink rental service.



RSP-3: ONE-DAY PARKING PASS SALES

<i>POLICY TYPE: RETAIL SERVICES POLICY</i>		
<i>POLICY TITLE: ONE-DAY PARKING PASS SALES</i>		
<i>POLICY REFERENCE NUMBER: RSP-3</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

3.1 The General Office is responsible for the administration of the one-day parking pass sales service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports

- Directors
- Staff
- Members
- General Public

Process

3.2 Anyone wishing to purchase a one-day parking pass must present themselves to the General Office and complete One-Day Parking Pass Order Form.

3.3 The General Office will:

- (a) administer requests on a first come first served basis,
- (b) confirm the cost of the request with the requester,
- (c) receive payment for the purchase before providing the requester with the pass.

3.4 A feedback form will be made available to all requesters using the one-day parking pass service.



RSP-4: MEETING SPACE RENTAL

<i>POLICY TYPE: RETAIL SERVICES POLICY</i>		
<i>POLICY TITLE: MEETING SPACE RENTAL</i>		
<i>POLICY REFERENCE NUMBER: RSP-4</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

4.1 The General Office is responsible for the administration of the meeting space rental service at the Burnaby campus for designated spaces. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports

- Simon Fraser University

Space Rental Options

- MBC 2290
- MBC 2292
- MBC 2294
- MBC 2296
- Undergrounds
- Forum Chambers

Process

4.2 Anyone wishing to rent space must complete a Space Rental Order Form.

4.3 The General Office will:

- (a) administer requests on a first come first served basis,
- (b) confirm the cost of any booking with the requester,

- (c) submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping,
 - (d) confirm bookings in writing with the requestor, and
 - (e) ensure bookings are reflected in the corporate calendar.
- 4.4 A feedback form will be made available to all requesters using the space rental service.



RSP-5: HARD COPY TICKET SALES

<i>POLICY TYPE: RETAIL SERVICES POLICY</i>		
<i>POLICY TITLE: HARD COPY TICKET SALES</i>		
<i>POLICY REFERENCE NUMBER: RSP-5</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

5.1 The General Office is responsible for the administration of the Student Event Ticket Sales service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

5.2 The Surrey Campus Coordinator is responsible for the administration of Student Event Ticket Sales service at the Surrey campus.

Supports

- Directors
- Staff
- Members

Process

5.3 Hard copy tickets can be sold for an SFSS-related event so long as they adhere to the following:

- (a) 40% of the total amount of tickets allotted, or a total maximum of \$2,500 in ticket value can be hard copy tickets.

5.4 Acceptable methods of payment for hard copy tickets can include:

- (a) Cash,
- (b) Debit (via Square App or General Office), and

(c) Credit (via Square App or General Office).

5.5 Hard copy ticket sellers cannot carry more than \$300 at any given time.

- (a) A list of ticket sellers must be recorded and shared with Management and should be limited to Board members and/or Events Committee at-large members only, and
- (b) Once the sale amount exceeds \$300, a deposit needs to be made at the General Office.

5.6 Any existing ticket designs must be verified by the Communications Coordinator, or new ticket designs can be created by the Communications Coordinator.

- (a) The GST Registration Number (#107981870RT0001) must be printed on each ticket, and
- (b) Hard copy tickets can be requested to be printed by the Communications Coordinator by completing the appropriate Work Order Request Form, paying mind to request timelines.

5.7 Any discrepancies must be reported immediately to the General Office Coordinators or the Finance Coordinators or the VP Finance, and they reserve the right to cancel hard copy ticket sales.