

# Contract Event Policy

The Policy outlined below is required for contracted events with per person charges. Events may be excluded from the policy at the discretion of the Vice President of Student Affairs and the Student Activity Fee Accounts Office. This policy is in addition to the Student Activity Fee Accounts Office Manual, which can be found on our website ([www.nova.edu/studentfeeacct/forms/manual.pdf](http://www.nova.edu/studentfeeacct/forms/manual.pdf)).

All required contracted events with per person charges must administer ticket sales based on the minimum amounts below:

- **NSU Student: \$5.00 minimum**
- **Guest of NSU Student: \$10.00 minimum**

These are the minimum prices for ticket sales. Tickets may be sold at a higher price at the discretion of the student organization. If you would like to give away complimentary tickets, a list of student names, N numbers, and guest names must be maintained and returned to the Student Activity Fee Accounts Office for auditing and tracking purposes before ticket sales begin. For faculty and staff tickets, the price can be set at the discretion of the student organization.

## **To facilitate the collection of monies, student organizations (including SGA Committees) must:**

1. Set-up an NSU Marketplace for electronic ticket sales. NSU Marketplace creates an online store for your event with a website that can be emailed to your student population. Students can access the website and complete the purchase with a credit card from any device connected to internet. Contact Greissy Amorocho at [amorocho@nova.edu](mailto:amorocho@nova.edu) to request an NSU Marketplace. **Before any deposits are made to the venue, the NSU Marketplace must be set up;** or
2. Reserve the Student Activity Fee Accounts Office Credit Card Terminals for additional credit card ticket sales (*please refer to the Accounts Office Manual for process and procedure of these machines*). **A list of student names, N numbers, and guest names must be maintained for each ticket sold, and returned to the Student Activity Fee Accounts Office for auditing and tracking purposes when the machine is returned to the office;** or
3. All cash sales must be accompanied by a cash receipt. The Student Activity Fee Accounts Office will provide complimentary receipt booklets for your event. The student organization must provide receipts to all cash purchasers. **A list of student names, N numbers, and guest names must be maintained for each ticket sold, and returned to the Student Activity Fee Accounts Office, along with cash receipts, for auditing and tracking purposes.**

Per NSU Policy, these are the only authorized methods of payment that NSU student organizations are permitted to use. Students are NOT allowed to use any other electronic systems, including but not limited to Venmo, Square, Samsung Pay, Apple Pay, PayPal, GoFundMe, and/or similar applications.

**NOTE: Within twenty-four to forty-eight (24 to 48) hours of receipt, all monies must be deposited with the Student Activity Fee Accounts Office.**

**Disclaimer:** This policy is comprised of information pertaining to student organizations at NSU. Students and/or advising faculty/staff are bound by the policy in the most recently published version. Failure to read this policy does not excuse students from the rules, guidelines, and procedures contained in it. Any violation of this policy may result in the student organization account being frozen.

If you have any questions, please contact Greissy Amorocho at [amorocho@nova.edu](mailto:amorocho@nova.edu) or (954) 262-8403.

Effective: October 2017