



Ticket Sales for Scheduled University Events

Policy Title: Ticket Sales for Scheduled University Events

Policy Type: Administrative

Policy Number: 46-07 (2014)

Approved: 12/16/2021

Responsible Office: Auxiliary Enterprises and Services

Responsible Executive: Vice President for Finance and Administration

Applies to: Students, Faculty, Staff, Vendors, and General Public

POLICY STATEMENT

This statement sets forth the University's policy for selling tickets for all events sponsored on the campus of Norfolk State University.

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DEFINITIONS

Events: An organized occasion such as a social function or sports competition.

Sponsors: A person or organization that provides or pledges money to help fund an event, especially an event run by another person or group.

CONTACT(S)

Auxiliary Enterprises and Services officially interprets this policy. Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the

appropriate governance structures. Questions regarding this policy should be directed to Auxiliary Enterprises and Services.

STAKEHOLDER(S)

Campus community, students, and vendors

TICKET SALES FOR SCHEDULED UNIVERISTY EVENTS POLICY CONTENTS

This policy applies to all events sponsored here on the campus of Norfolk State University where an admission fee is charged. Access to university paid events shall be restricted to ticket holders. Tickets shall be computer generated through the University Ticketing System and sold through the campus Ticket Center and via internet. Tickets must be presented and scanned at the entrance to the event for admission. Online customers are responsible for printing and presenting their e-tickets to the event in order to gain admission. All ticket refunds and exchanges will be performed in accordance with NSU Administrative Policy 46-08.

EDUCATION AND COMPLIANCE

The intent of this policy is to provide a summary for the university on the purpose of the Ticket Center and how to gain admission to a scheduled University event. It will be the responsibility of Ticket Center staff to ensure compliance with Virginia Information Technologies Agency contract guidelines and all requirements set forth in this policy. The Ticket Center maintains compliance with Agency Risk Management and Internal Control Standards (ARMICS), mandated by the Commonwealth of Virginia, to support operational efficiency and financial accountability.

Violations of this policy will be reported to the appropriate department officials to include but not limited to Auxiliary Services and Student Affairs.

PUBLICATION

This policy will be widely distributed or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days' approval;
- Submit this policy for inclusion in the online Policy Library with 14 days of approval;
- Post the policy on the appropriate website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 05/10/2024
- Approval by, date: President: 12/16/2021
- Revision History: 6/10/1997, 05/19/2015, 06/16/16, 06/12/2017; 05/10/2018, 5/10/2021, 6/11/2021
- Supersedes: None

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy and procedures.