



# Policy

## **University Policy SA-14.02-10/14**

**Policy Title:** Complimentary Admissions and Ticket Benefit

**Originator:** Dr. Jim Hurd, Senior Associate Vice President

**Responsible Office:** Business, Finance, and Facilities

### **Reason for Policy/Purpose:**

This policy establishes the authority to issue complimentary tickets and guest admissions and delegates the responsibility for accountability of complimentary tickets and guest admissions to appropriate departments.

### **Who Does this Govern and Who Needs to Know this Policy?**

University activity directors and ticket managers responsible for events at which admission is charged, Financial Services staff, and any University personnel who might receive complimentary tickets and/or guest admission.

### **Definition of Terms:**

1. Guest admission: for the purpose of this policy, guest admission is providing complimentary (free) admission to an event for which other patrons are charged an admission fee. Guest admissions may or may not involve the issuance of tickets.
2. Admission ticket: for the purpose of this policy, an admission ticket is a pre-numbered document granting admission to an event or series of events (for example, season tickets). Admission tickets may be free or sold for a designated cost.
3. Complimentary tickets: for the purpose of this policy, complimentary tickets are tickets provided free for an event for which other patrons pay for admission tickets. In the case where all tickets for an event are free (for example, to limit attendance for capacity reasons) those tickets are not considered complimentary. Complimentary tickets are generally used to provide guest admission to specific individuals.
4. Guest passes: for the purpose of this policy, guest passes are unnumbered documents granting free admission to an event or series of events. Guest passes are generally used to provide guest admission to categories or classes of people (for example, 20 guest passes to a civic organization).

5. Pass list: for the purpose of this policy, a pass list is a list of individuals to be granted admission to an event or activity. Only the named individual may be admitted and no ticket is to be issued. A pass list is used to admit specific individuals and is non-transferable.

6. General public: for the purpose of this policy, the general public includes all persons excluding University faculty, staff, and students; other State of Florida employees; and public officials.

7. University personnel: for the purpose of this policy, University personnel include all employees of the University and employees of University direct support organizations.

8. Campus ticket agency: for the purpose of this policy, a campus ticket agency is any department or office designated and equipped with the appropriate staffing and controls to manage ticket sales and guest admissions. Currently this includes the University Commons Service Desk, the Center for Fine and Performing Arts Box Office, and the Athletic Ticket Office.

9. University activity director: for the purpose of this policy, a University activity director is the individual with direct authority and responsibility for planning and producing campus events that include some admission control process. This includes but is not limited to: the Director of the University Commons and Student Involvement (or designee), the Director of Intercollegiate Athletics (or designee), and the Director of the Center for Fine and Performing Arts (or designee).

**Policy Statement:**

I. When deemed appropriate and in the best interest of the University, the University President is authorized to grant guest admission to University personnel and/or the general public for any University activity for which an admission is charged or a paid ticket is required. Authority is subsequently delegated by the president to University activity directors to provide guest admission to University personnel, members of the press, charitable organizations, alumni, friends of the University and other persons, except as restricted by this policy, as deemed appropriate to promote interest in University programs and activities or for other appropriate reasons. The number of guest admissions issued for an event is at the reasonable discretion of the appropriate university activity director.

A. For Complimentary Tickets: The appropriate campus ticket agency manager will maintain a record of all complimentary tickets authorized and issued including the recipient's name and the signature of the appropriate university activity director. Such manager will note the number of tickets authorized for and received by the recipient.

B. For Guest Passes: The appropriate University activity director will maintain a record of the number of guest passes issued including the names of the group or organization and a responsible party receiving the passes.

C. For Pass Lists: The appropriate University activity director will maintain copies of all pass lists.

D. Each campus ticket agency issuing complimentary tickets or guest passes to University personnel or maintaining pass lists that include University personnel will submit regular reports, as specified by Financial Services, to Financial Services of all guest admissions for University personnel. Financial Services shall determine whether or not specific cases result in reported income for the employee.

II. Other State of Florida Employees and Public Officials: When deemed appropriate and in the best interest of the university, the University President is authorized to grant guest admission or complimentary tickets to other State of Florida Employees and/or Public Officials for any University activity for which an admission is charged or a paid ticket is required. This authorization is not generally delegated. University activity directors must seek written approval from the President to issue complimentary tickets or guest admission to other State of Florida Employees and Public Officials. Appropriate personnel shall retain and report the same documentation as maintained for University personnel and the general public as described above.

III. Student Athlete: The University shall adhere to National Collegiate Athletic Association (NCAA) Regulation 16.2 COMPLIMENTARY ADMISSIONS AND TICKET BENEFITS. The Director of Intercollegiate Athletics (or designee) will be responsible for compliance and reporting, as required, for NCAA purposes.

IV. Students: This policy does not apply to students when all students are admitted free to an event even if other groups are charged admission (for example, Activity and Service Fee funded campus activities).

**Procedures:**

Campus ticket agencies and University activity directors are responsible for developing and maintaining procedures for managing ticketing and event admissions within the requirements of this policy. Financial Services (Comptroller) is responsible to determine whether guest admissions for University personnel constitutes reportable income and will establish reporting procedures and forms to facilitate that determination. Financial Services will provide that information to the University activity directors. As the Institution's official record keepers of complimentary admissions and tickets, the University activity directors will capture the required information for tax purposes.

**Change Justification:**

This policy is being revised and updated for conformity with State and Federal law.

**Authority and Related Documents:**

UWF Regulation 6.0051 Standard of Conduct, BOG Regulation 1.001 University Board of Trustees Powers and Duties, Section 216.262, Florida Statutes.

**APPROVED:** Dr. Judith A. Bense, President

**Date:** 10/17/14

**History:**

SA-14.00-06/01 Complimentary Tickets and Guest Admissions Policy, adopted July 2001; revised hereby.

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