

Polk State College Procedure

Subject	Reference	Date	Number
Ticket Sales	Board Rule 2.16	2/4/2020	6043

I. Purpose

The purpose of this document is to establish a uniform procedure for the sale of tickets to events at Polk State College.

II. Definitions for Ticket Types

- A. Arts and Cultural Affairs tickets include all theatre, choral, and band performances, as well as the Special Performance Series, Over-55 Show Band Series, and any performing arts or cultural activities.
- B. Campus Department and Student Organization tickets include events held by departmental entities and student groups that are charging admission for either on- or off-campus events. These groups must contact the Arts and College Events Coordinator for ticketing services.
- C. Community Organization tickets include events held by outside groups that are renting College space and facilities and charging admission. These groups should contact the Arts and College Events Coordinator for ticketing services.
- D. Athletic Tickets apply to all events and contests held by the Polk State College Athletic Department, including events held at the Winter Haven Campus Gymnasium, Baseball Field, and Softball Field, as well as the Lakeland Campus Soccer Field.

III. Procedure

- A. The Polk State College Box Office is the preferred entity through which tickets are to be sold for events sponsored by Arts and Cultural Affairs, Campus Departments and Student Organizations, and Community Organizations renting space at the College. Tickets to events or performances can be obtained at the Box Office or through the online ticketing system. All sales are entered into and accounted for through the online ticketing system.
- B. Tickets may be sold for single events or for a series of events.
- C. Event or performance seating is established in the online ticketing system. Events may feature either general seating or reserved seating. In the case of reserved seating, the seat selection shall be made in the online ticketing system.
- D. Whenever possible, all cash transactions are reconciled and deposited daily. Credit card transactions are reconciled through the online ticketing system.
- E. The Arts and College Events Coordinator provides a breakdown of where funds from ticket sales are to be deposited to the Cash Management Office on a regular basis.

F. Tickets may be issued without payment in the following cases:

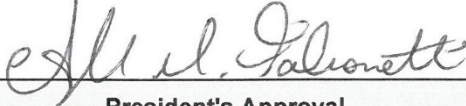
- a. Tickets may be issued to Polk State College students, faculty members, and staff members for events or performances produced by the Theatre or Music department. Each student, faculty member, or staff member must present a valid College identification card in order to receive a free ticket.
- b. Complimentary tickets may be issued by the Office of the President or the Arts and College Events Coordinator upon the approval of the Vice President for Academic Affairs.

G. Tickets for athletic events may be sold by each head coach (or his or her designee(s)). Tickets for all events are pre-numbered. Funds acquired from ticket sales are verified by the Polk State Athletic Director (i.e., based on the price per ticket and number of tickets sold); these funds are then logged and secured in a lockbox in the Director's office until they are delivered to the Cash Management Office on the next business day. Deposits for off-campus or weekend athletic events must be made by the coach and/or Director on the first business day after the event.

H. Graduation tickets are redeemed by the graduation ceremony participants without cost to regulate the availability of seating at the College's graduation venue.

History

Adopted: December 21, 1984
 Revised: January 9, 2001; and February 4, 2020

	2/5/2020		2/5/2020
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/5/2020
President's Approval			Date