



## McFarland Student Union Policy 2000-2014

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### BOX OFFICE

#### A. Purpose

To define procedures for utilizing the box office system located at the Information Desk in the McFarland Student Union.

#### B. Scope

This policy applies to any organization that wishes to conduct ticket sales at the Information Desk in the McFarland Student Union via the Box Office system.

#### C. Definition(s)

#### D. Policy and Procedure(s)

1. Organizations wishing to use the Box Office must fill out, in complete detail, a KUSSE Ticket Form and submit it at least ONE MONTH before the start of ticket sales. (Lead-time is necessary for the programming and set-up purposes)
  - a) All money collected at the Information Desk will be deposited into a KUSSE (SGA) account.
  - b) Organizations must indicate what University, Foundation or KUSSE account revenue is to be transferred. No private banks are permitted.
  - c) Cash, money order or checks are accepted methods of payment. No credit cards are accepted.
  - d) Tickets will not be preprinted for sale in alternate locations. All sales must take place at the Information Desk and follow the above procedures. The only exception will be for sales at the door on the night of performances in locations outside of the McFarland Student Union.
    - 1) Any preprinted ticket sales must be returned with all funds, stubs and unsold tickets to the Information Desk the next day.
2. Tickets may be preprinted for distribution for events that are **free** and are used for the purposes of gauging interest, controlling crowds and/or counting attendance.

#### E. Effective Date

- 2000-2001

#### **F. Approved By**

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

#### **G. Cross Reference**

- **KUSI Ticket Form**
- **KU Policy 1997-122, Collection of Funds**