



# University Policy

**University Policy No.:** UP-05-02

**BOT Policy Name:** Complimentary Ticket Policy

**Initial Adoption Date:** May 13, 2025

**Revision Date(s):**

**Responsible Unit:** Finance and Administration

**Responsible Executive:** W. Rebecca Brown

**Authority** Regulations [5.004](#), [1.019](#), [10.122](#), [2.030](#)

**Applicability** Students, Staff, Visitors, Direct Support Organizations

## I. Policy Statement and Purpose

- A. When deemed appropriate and in Florida A&M University's (University) best interest, 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 the University activity directors to provide guest admission to University personnel, members of the press, prospective students, 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 relevant reasons. The number of guest admissions issued for an event is at the reasonable discretion of the appropriate University activity director. This Policy also applies to events in which the University participates and receives a ticket allotment but is not the ticket issuer. This Policy is effective as of August 1, 2025.
- B. A University policy on complimentary tickets and admission to programs and events is imperative to ensure responsible use of resources, transparency, fairness, and compliance with the relevant laws and regulations. University personnel must prevent the appearance of impropriety and disclose any potential conflicts of interest, pursuant to University Regulation [1.019](#) and [10.122](#). Prohibitions against resale, and/or exchange of complimentary tickets also apply to University gameday credentials, including All Access passes.
- C. This Policy does not apply to students when all students are admitted free to an event even if groups are charged admission (i.e., activity and service fee funded campus activities). For more information, see [University Regulation 2.030, Student Activities](#).
- D. Complimentary tickets are for the sole use of the recipient and their guests. Pursuant to University Regulation [1.019](#), the resale, redistribution, or exchange of complimentary tickets for anything of value is strictly prohibited.

## II. Definitions

- A. **Box Office** - campus ticket agency responsible for developing and maintaining procedures for managing ticketing and event admissions within the requirements of the Policy.
- B. **Charitable Organization** - an organization which is eligible to receive tax-deductible contributions in accordance with the Internal Revenue Service (IRS) Tax Code.

- C. **Complimentary Tickets** - Single-use vouchers relinquished to gain entry to an event at no cost to the recipient, excluding paid tickets that are gifted by another.
- D. **Guest Admission** - providing complimentary admission to an event or series of events, i.e., season tickets.
- E. **Student-Athlete** - A team member that participates in athletic events on behalf of FAMU.
- F. **University Activity Director** - Lead University personnel responsible for planning, coordinating, managing, and/or promoting a University activity for which admission is paid.
- G. **University Personnel** - Persons employed by the University and direct support organization board members.

### III. Procedures, Approvals/Responsibilities

#### A. Employee Agreements

Certain University personnel are provided with University event tickets as part of their employment agreements or by virtue of their employment. Employees may also be eligible to purchase University event tickets with an added benefit because of their employment. In general, such tickets are provided or available for purchase to promote and encourage University personnel to participate in various University functions and events. This privilege has been extended with the expectation that such tickets will be for the personal or approved business use of University employees and, while these tickets are the personal property of the individuals receiving them, they are a valuable resource and are not intended as a means for employees to derive personal income from third parties. This does not apply to tickets purchased or obtained by an employee in a manner that is open to the public. Employees may not enter into any outside endorsement or consulting agreement that contains a provision or understanding regarding the exchange of event tickets.

#### B. Non-transferability

Any University activity director that (is provided or) provides tickets to University personnel as part of an employee's taxable employment compensation must provide the Office of Human Resources and the Box Office with a list of all such employees and the corresponding employment agreements. These tickets are for the employee's personal use or University business-related use and may not be exchanged for anything of value. This prohibits selling, bartering, trading or otherwise transferring tickets to another for anything of value, including tickets for athletic, cultural, and performing arts events.

Each department shall submit its list to the Box Office prior to the start of the season and include the name of the employee and the number of tickets provided. Employees eligible to purchase tickets through their employment, rather than receive them as taxable compensation, are prohibited from exchanging those tickets for other consideration. However, employees who purchase such tickets may resell them for no more than the original purchase price.

#### C. Donations

Notwithstanding the above, personal event tickets may be donated to a charitable organization for fundraising purposes (i.e., auction, raffle, etc.).

#### D. Eligibility

1. Complimentary tickets or guest admission may be offered by University departments to employees, non-employees, students, businesses, other institutions and non-profit organizations for any of, but not limited to, the following reasons:

- a. University business,
  - b. Community Partners and Guests,
  - c. Student recruitment,
  - d. Employee recruitment,
  - e. Promotion,
  - f. Production staff,
  - g. Students demonstrating outstanding achievements or students actively involved in University governance,
  - h. Employee recognition, or
  - i. Excess ticket availability.
2. Subject to conference and contractual obligations, the University Box Office reserves the right to deny future access to complimentary ticket holders if this Policy is violated.

#### **E. Student-Athletes**

1. Pursuant to National Collegiate Athletic Association (NCAA) bylaws 16.2.1.1-16.2.2.1, student-athletes who receive complimentary tickets for sporting events related to their sport may receive up to four (4) complimentary tickets. A student-athlete may not accept payment from any source for their complimentary admissions, nor may they exchange, assign, or transfer them for anything of value.
2. The Vice President and Director of Intercollegiate Athletics (or designee) will coordinate student-athlete ticket distribution with the Box Office. Employees are prohibited by NCAA rules from leaving event tickets at will-call or providing tickets directly or indirectly to:
  - a. Prospective or current student athletes, their parents, relatives or friends;
  - b. High school, two-year colleges, club coaches, or other individuals who are responsible for teaching or directing an activity in which a prospective student-athlete is involved, such as high school teachers and administrators;
  - c. Sports agents, individuals associated with sports agents or firms, advisors, or runners.

#### **F. Requests**

1. Complimentary ticket requests, excluding student-athletes, must be submitted using the Complimentary Ticket Request Form to the University activity director for signature and forwarded to the Box Office by no later than seven (7) business days prior to the event.
2. All student-athlete ticket requests must be submitted through the ARMS system by the posted deadlines.
3. The University activity director is responsible for the proper approval of employee requests for the issuance of complimentary tickets and the Box Office maintains documentation on all tickets distributed outside of normal business selling procedures.
4. The Chief Compliance and Ethics Officer or designee will be authorized to review all complimentary ticket requests.
5. The Chief Compliance and Ethics Officer or designee will consult with University activity directors to evaluate requests for compliance with one of the allowable categories outlined in the Eligibility Section of this Policy on a case-by-case basis and based upon factors such as availability and the event's target audience. Preference will be given to requests in the order in which they are received.
6. Individuals are limited to a set number of complimentary tickets per event. This allotment is determined by the University activity director (and approved by the appropriate vice president) for equitable distribution amongst the community. Requests for additional tickets may be considered only if availability permits.

7. The Chief Compliance and Ethics Officer will consult with the appropriate University activity director or Vice President and Director of Athletics to comply with regulatory or NCAA requirements if applicable.
8. Individuals requiring accommodations (e.g., accessible seating, ASL interpreters) are encouraged to request these services at the time of ticket allocation. Requests for complimentary tickets that do not meet one of the eligible criteria will not be approved.

**G. Unused, Returned Tickets or Reallocation**

Complimentary tickets issued to employees that will not be used must be returned before the event to allow for redistribution. If demand exceeds ticket availability, a waitlist will be created. Unclaimed or returned tickets will be offered to waitlisted individuals based on their submitted requests.

**H. Records**

1. The Box Office must have procedures that require the University activity directors hosting the program or event to maintain a record of complimentary tickets, including information needed for IRS reporting, the recipient's name, and the signature of the appropriate University activity director. The records will note the number of tickets authorized for and received by each recipient. The Box Office must have written procedures approved by the Vice President of Finance and Administration to address reportable income, potential revenue loss and abuse and will establish reporting procedures and forms to facilitate those determinations. The University reserves the right to audit ticket usage.

**I. Penalties**

1. Violators of this Policy will be subject to disciplinary action or criminal prosecution in accordance with applicable University regulations, policies, collective bargaining agreements, conference regulations, and state and federal law.

- J. Administration:** The Division of Finance and Administration is responsible for administering this Policy.

Timothy L. Beard

Timothy Beard, Ph.D.  
Interim President

5/13/2025

Date

W. Rebecca Brown

W. Rebecca Brown  
Sr. Vice President for Finance and Administration

5/13/25

Date

Attachment(s)

Complimentary Ticket Request Form- [..\..\Downloads\FAMU COMP FORM 2025.pdf](#)

Related Resource(s)

[IOP Complimentary Ticket Policy](#)