

PROCEDURE TITLE:	SOLICITATION AND DISTRIBUTION ACTIVITY FOR VISITORS, EMPLOYEES AND STUDENTS
PROCEDURE NO:	5.10:1
RELATED POLICY:	5.10 REV
PAGE NO:	1 of 2
RESPONSIBLE OFFICE(S):	PUBLIC SAFETY
EFFECTIVE DATE:	3/11/11
NEXT REVIEW DATE:	3/11/14
APPROVED BY:	PRESIDENT

1.0 DEFINITIONS

Solicitation - means any activity conducted for the purpose of advertising, promoting, fund raising, buying or selling any product or service, encouraging membership in any-group, association or organization, or distributing handbills, newspapers, or other printed material.

2.0 SOLICITATION AND DISTRIBUTION ACTIVITIES BY NON-UNIVERSITY INDIVIDUALS OR GROUPS

- 2.1 Non-university individuals or groups may, without advanced notice, distribute literature or other material on university grounds that are open to the general public, so long as such activity does not disrupt or interfere with University educational or administrative activities. Use of University facilities to solicit or distribute material by non-University individuals or organizations without permission by an authorized University official is prohibited.
- 2.2 The University reserves the right to control or regulate any solicitation or distribution activity if the president or his/her designee determines such activities are disruptive or that they interfere with the University's operations, programs or activities. This includes the right to move the solicitation or distribution activity to another location or terminate the activity.
- 2.3 Disruption includes, but is not limited to:
- 2.3.1. Interfering, or attempting to interfere, with the University's classes, events or normal operations;
 - 2.3.2. Interfering, or attempting to interfere, with or block the ingress or egress of any building;
 - 2.3.3. Interfering with a university event by blocking views or making sufficient noise to interfere a speaker's or group's performance from being heard or enjoyed by others;
 - 2.3.4. Committing any act likely to create a health or safety hazard to one's self or others;
 - 2.3.5. Engaging in an act that destroys, or could lead to destruction of, University or personal property;

- 2.3.6. Using amplified sound without express permission from an authorized University official;
- 2.3.7. Blocking walkways or roadways.

3.0 SOLICITATION AND DISTRIBUTION ACTIVITIES BY EMPLOYEES

- 3.1 An employee may solicit or distribute literature to other employees in nonworking areas only to employees who are on non-working time, and it is not disruptive to employees who are on working time.
- 3.2 The University may control any solicitation or distribution activities that disrupts or interferes with the normal work flow at the University.

4.0 SOLICITATION AND DISTRIBUTION ACTIVITIES BY STUDENTS

- 4.1 Solicitation, sales, and distributions on-campus that are sponsored and/or conducted by registered student organizations, students, or student groups must be registered in advance with the Director of Student Activities and carried out only in designated areas. Solicitations are prohibited in employee work areas without authorization from appropriate University officials. In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. Use of athletic-related facilities must be scheduled with the Athletic Director and the Director of Community Programming. Use of any space in the University Center or other campus facilities must be scheduled with the Director of Community Programming.
 - 4.2 Students or registered student organizations may not solicit funds from any on-campus group or agency unless granted permission by the Vice President of Student Affairs or designee.
 - 4.3 No student or group/organization shall engage in, or invite any firm or corporation to engage in, the business of selling or advertising any services or products or take orders or make contracts for the delivery of services or products on University premises without the prior approval of the Vice President of Student Affairs or designee.
 - 4.4 No student or group/organization may solicit for funds under the University name off-campus unless the project has been approved in advance by the Director of Development and the Vice President for Student Affairs.
- 5.0 Nothing in this procedure prohibits the distribution of publications to individuals who have subscribed to them.

History: Replaces 5.10 (*Eff. 3/11/11*)