

## SOLICITATION POLICY

### A. Definitions

As used in these regulations, the term

1. "Solicitation" refers to the act of approaching another (in person, by mail, or through any electronic medium) with the intent to petition or request support (e.g., monetary support or personal commitment). Examples of solicitation include distributing literature, holding meetings, conducting surveys, and placing advertisements on bulletin boards.
2. "Commercial solicitation" refers to the solicitation of a sale of any lawful consumer product or service. Commercial solicitation includes the demonstration or explanation of such products or services. The term does not include the solicitation of sales of newspapers, magazines, journals, and similar printed media. Contract sales of newspapers and journals are, however, considered to be commercial solicitation.
3. "Noncommercial solicitation" refers to sales of newspapers, magazines, and books and acts of solicitation that do not involve an attempt to sell consumer products or services. Examples of noncommercial solicitation include political campaigning or lobbying; meetings of religious groups; or cultural associations.
4. "Fund-raising for noncommercial purposes" refers to fund-raising by a nonprofit educational, charitable, political, or religious association, organization, or corporation for the purpose of generating funds to support the entity's educational/charitable/political/religious activities or the educational/cultural/social missions of the university. The term includes the making of donations and can encompass sales as well as commercial and noncommercial solicitation.
5. "Group solicitation" refers to solicitation involving a gathering of more than two persons at the same time.
6. "Sale" refers to an actual transaction (e.g., the exchange of money, the signing of a written contract or the making of a binding contractual commitment to purchase a product or service).
7. "Recognized campus organization" means any group, association, organization, or corporation officially recognized by or officially affiliated with the university or any organization whose primary mission as determined by the student affairs office of the university is to further the educational/social/cultural missions of the university.
8. "Outside individual, group, entity, association, organization, or corporation" refers to individuals who are neither university students nor university employees and to groups, entities, associations, organizations, and corporations that are not officially recognized by or affiliated with the university. The term includes university employees and students when they are conducting solicitation on behalf of themselves individually or when they are acting on behalf of groups, entities, organizations, associations, or corporations not officially affiliated with or recognized by the university.

### B. General Requirement

Solicitation activities as outlined in these regulations will be permitted on campus, provided the particular activity has complied with the specific procedures outlined in these regulations and provided the activity does not create undue noise or disruption or interfere with the activities that normally occur in the area in question or any activities which are being carried out by the university at that particular time. The university reserves the right to regulate the time, manner, and location of any and all solicitation activities on campus.

The university will issue a fee of fifty dollars (\$50.00) to outside individuals, groups, associations, organizations, and corporations engaged in the sale of consumer products for the privilege of soliciting anywhere on campus.

### C. Solicitation and Facility Use in University Residential Buildings and/or Residential Quads

#### 1. General Requirements and Prohibitions

- a. Solicitation and facility use in the main floor lounge area and upper floor lounge areas. Priority in granting permission for the use of the foregoing facilities shall be on a first-come, first-served, space-available basis, subject to the following priorities:
  - 1) Residents of a building who wish to use the facilities for purposes directly related to their academic program of study and/or for social, recreational, educational, and cultural purposes shall have first priority.
  - 2) University students who do not reside in the residential buildings and recognized campus organizations and organizations affiliated with the university shall have second priority.
  - 3) Outside individuals, entities, associations, corporations, groups, or organizations that have received approval from the Office of Housing, Residential Living and Dining shall be given third priority.
- b. **Registration**
  - 1) Outside individuals, entities, groups, associations, organizations, and corporations are required to request approval to solicit in the residential buildings from the Residence Director of the facility a minimum of three (3) days in advance.
  - 2) Recognized campus organizations shall be required to request approval to solicit in residential buildings with the Residence Director of the facility a minimum of three (3) days in advance.

c. **Door-to-Door Solicitation**

No door-to-door solicitation is permitted in residential buildings by an individual or group. Activities that advance the mission of the university as determined by the Office of Housing, Residential Living and Dining may be authorized.

d. **Solicitation in Residential Rooms/Suites/Apartments**

The occupant of a residential room/suite/apartment will be permitted to invite individuals, groups, organizations, associations, and corporations to conduct group or individual commercial and noncommercial solicitation in his/her residential room/suite/apartment, provided that such activity does not create undue noise or disturb either the occupant's roommate(s) or occupants of nearby rooms. These gatherings may not extend into the hallways.

e. **Access to Residential Students' Mailboxes**

The university will allow only stamped U.S. Postal Service mail, official campus mail, individually addressed mail, and mail from the Residence Hall Association (RHA) and the Office of Housing, Residential Living and Dining to be placed in residential students' mailboxes.

f. **Bulletin Boards**

The university will reserve portions of bulletin boards for itself and for individuals, groups, associations, organizations, and corporations that have priority under section C1 "General Requirements and Prohibitions." (Please refer to Sign and Poster policy within The Source for specific details.)

g. **Group Sales**

The university will limit all group sales of consumer goods and services to the main floor lounges and upper floor lounge.

2. Special Rules Governing Donations to Political/Cultural/Educational/Religious Organizations and Sales of Newspapers, Books, and Other Printed Media include:

Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/religious organizations, shall be permitted in the residential buildings to the extent that the invitation and registration requirements set forth in section C1 "General Requirements and Prohibitions" are met.

D. **Other University Buildings/Facilities**

In all other university buildings/facilities (i.e., library, dining halls, academic buildings), solicitation is prohibited unless expressly approved by an authorized official of the university. If solicitation activities are permitted in these facilities, the following procedures must be followed:

1. Recognized campus organizations shall be required to request permission to engage in commercial or noncommercial solicitation activities with the building supervisor a minimum of ten (10) days in advance.
2. Outside individuals, entities, groups, associations, organizations, and corporations shall be required to request from the individual building Supervisor permission to solicit a minimum of ten (10) days in advance.

E. **Public Outdoor Areas**

1. All activities involving commercial solicitation and/or fund-raising for noncommercial purposes in public outdoor areas must be requested and approved a minimum of ten (10) days in advance by the Center for Student Life.
2. Individual sales and distribution of newspapers/books/other printed media shall be permitted on all walkways and outdoor areas open to the public, subject to the provisions of this policy.
3. Leafleting shall be permitted in outdoor campus areas.
4. All outdoor platform/walk-up space, stairways, or any property area connected to an academic or athletic facility must be approved by that department's facility manager.

NOTE: Information concerning solicitation activities on Student Cooperative Association property can be obtained from the Hadley Union Building, or by calling 724-357-2590.

*Approved by University Senate on March 12, 1996*