



## Solicitation

### Policy Statement

This policy outlines the guidelines and procedures relating to solicitation on the University of Georgia campus. This policy applies to solicitation activities by campus organizations (student or non-student, including University departments), commercial vendors, nonprofit or charitable organizations, and individuals, as well as all affiliated organizations including but not limited to The University of Georgia Athletic Association, The University of Georgia Alumni Association, The University of Georgia Foundation, The Arch Foundation, The University of Georgia Research Foundation, and The University of Georgia Real Estate Foundation. For purposes of this policy, distinctions are made between University Related and Non-University Related Solicitation and between "Commercial" and "Noncommercial" Solicitation. The sale of personal property by individual members of the University community does not require prior authorization or notification of authorized officials, but must comply with the standards set forth in paragraph 1(c) below, and section 5, "Standards", under "Procedures".

### Commercial Solicitation

#### Solicitation by Private Enterprises

- Commercial activities are generally prohibited unless the University does not offer the good or service and it is determined that the activity is compatible with the purpose of the University.
- Institutions of the University System shall not permit the operation of private business enterprises on their campuses, except as otherwise provided by contract. All business enterprises operated on a campus of an institution of the University System shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution (Board of Regents Policy 711.02).
- Vendors offering services to campus under contract may solicit the sale of goods and services consistent with the terms of the contract.

#### Solicitation by University of Georgia Employees

- Commercial solicitation by University of Georgia employees is prohibited during work hours.
- Prohibited activities include actual sales or order taking, as well as the distribution of catalogs and literature

### Use of University Facilities

- University facilities are intended for the use of its students, faculty, staff and invited guests participating in University-approved programs or activities.
- Departmental mailboxes and bulletin boards shall not be used to distribute sales information or catalogs.
- Commercial information may not be posted on University buildings, interior and exterior doors, interior and exterior walls, windows, fences, directional and informational signs, lamp posts, light poles, barricades, trees, and any other inappropriate location.
- The University electronic mail system, internal campus mail service, and bulletin boards are for official University correspondence and authorized activities only and shall not be used for commercial correspondence, advertising, soliciting, or mass mailing.
- Newspapers may also be sold through coin-operated vending racks approved by and at locations designated by the Director of Auxiliary Services or his representative (542-7167). Only one rack per newspaper may normally be placed at each authorized location, any exception to this must be approved by the Director of Auxiliary Services (usually allowed only for high demand situations). Newspapers may also

be given away by placing on designated information tables or residence halls with permission of the Director of Housing (542-1421) and in designated areas in Tate Student Center. In addition, newspapers may be given away through totally-enclosed vending racks approved by and at locations designated by the Director of Auxiliary Services or his representative (542-7167). Only one rack per newspaper may normally be placed at each authorized location, any exception to this must be approved by the Director of Auxiliary Services (usually allowed only for high demand situations).

- Distribution or sale of newspapers shall not be made in buildings or closed areas on campus except as provided by this regulation. No stand, table, or booth shall be used in the distribution of newspapers except in the designated areas at Tate Student Center and as stipulated above for newspapers to be given away

## **Non-Commercial Activities**

### **General Guidelines**

- Non-commercial solicitation may take place in University public areas with prior approval by the appropriate authorizing official.
- Solicitation activities may be limited on a viewpoint-neutral, content-neutral basis in regards to the time, place and manner of the proposed activity.
- Violation of any of these limitations may result in revocation of the permission to engage in the activity.
- Individuals conducting solicitation on campus shall not engage in unlawful activity, misrepresentation, or fraudulent trade practices, and may not display, distribute or sell items which are illegal or prohibited by Board of Regents or University of Georgia policy.
- In order to receive approval, non-commercial sales activities must be occasional, non-continuous, and specific in purpose.
- Regular, recurring sales activities are prohibited on the University of Georgia campus.
- The total number of people soliciting in one place on the University of Georgia campus will be limited.
- Preference for assignment of space will take into account the number of previous approvals for the group or activity, status as a major campus-wide activity, time constraints of events that may be advertised. In addition, any special circumstances relating to University activities and the burden such activity may place on University grounds and facilities, security forces, and administrative staff will be considered.

### **Campus Organizations**

- Solicitations conducted by campus organizations must be for the benefit of the campus organization or a nonprofit or charitable entity. Commercial Solicitations are prohibited. Provisions for proceeds from the solicitation must be included in the request for approval to conduct the solicitation.
- Advertising for solicitation by registered student organizations must comply with guidelines published by the Department of Campus Life.
- A representative of the sponsoring campus organization must be present at all times during solicitation activities involving an outside vendor.
- All sponsorship activities must be conducted in accordance with the policy, and may not include commercial sales.

### **Solicitation in Residence Halls and Family and Graduate Housing**

- Commercial Solicitation
- Commercial Solicitation is prohibited in the residence halls and Family and Graduate Housing, including inside resident rooms/apartments, through resident mailboxes except as authorized by USPS regulations, and in public and common areas of the buildings.
- Commercial Solicitation taking place on the residence hall or Family and Graduate Housing grounds must be approved by Auxiliary Services.

### **Non-commercial Solicitation**

- Non-commercial solicitation may take place in the public areas of the residence halls and Family and Graduate Housing, but must receive prior approval from the Department of University Housing.
- Non-commercial Solicitation taking place on the residence hall or Family and Graduate Housing grounds must also receive prior approval by Auxiliary Services unless the Solicitation is sponsored by the Department of University Housing.

#### **Solicitation Approval**

- Auxiliary Services will notify University Housing of all approved requests for permission to engage in solicitation, either commercial or non-commercial in nature.

#### **Deliveries to Residence Halls**

- Deliveries by vendors directly to student rooms are prohibited.
- Newspapers may be delivered to the room/apartment doors of student subscribers in the residence halls. However, the newspaper representative is not permitted to solicit at any time. Please refer to University Housing for additional guidelines on newspaper distribution within the residence halls.
- Food may be delivered to residence halls by vendors. Such deliveries are permitted only in response to prepaid orders or to specific orders by resident students. The Department of University Housing designates the hours during which deliveries may occur for residence halls, the doors to be used, and the areas within residence halls where deliveries must take place.

#### **Sanctions for Noncompliance**

- Failure to adhere to these guidelines may result in residence hall or Family and Graduate Housing contract review, a referral through a University judicial process, barring from residence halls or Family and Graduate Housing, or arrest and legal action.

#### **Deliveries on Campus**

- Food may be delivered to academic/administrative offices or to outdoor locations by vendors. Such deliveries are permitted only in response to prepaid orders or to specific orders by employees.
- Personal deliveries, such as dry cleaning, personal airline tickets, and parcel packages, are discouraged. Such activity could be disruptive to the workplace and there is no liability coverage for stolen or damaged merchandise.
- The manager of each unit shall have the discretion to determine whether occasional, non-disruptive deliveries will be allowed. In making those determinations, managers should consider where items will be received and the space required for holding, the safety of those parcels, and confusion about a delivered item that may be opened by mistake.

Extenuating circumstances may justify exceptions to this policy. Requests for such exceptions and justification therefore should be made in writing and forwarded to the appropriate Vice President for review.

#### **Procedures**

- Requests for authorization to solicit on campus should be submitted no later than one week prior to the planned date of solicitation.
- Full details should be submitted, including the times, dates and locations requested; an explanation of the products or services that will be made available; whether or not on-campus delivery is anticipated; and any other information that may be needed by the authorizing official.
- The request should be submitted to the official charged with approving events in that area.

The authorizing officials, by area, are:

Types of Solicitation	Authorizing Official
Commercial	Directory of Auxiliary Services
Non-commercial	Department of University Housing (Residence Halls and Family and Graduate Housing)
	Student Activities (Tate Center)
	Directory of Auxiliary Services (all other areas of campus)
All registered student organizations must apply through the Department of Campus Life.	

### Standards

- Activities may not interfere with University programs or functions, be inconsistent with classifications and uses of University facilities, conflict with existing University-operated services or contracts, or present an unreasonable danger to health and safety.
- Those conducting solicitation on campus shall not engage in unlawful activity, misrepresentation, misleading or fraudulent trade practices, and may not display, distribute or sell items which are illegal or prohibited by Board of Regents or University of Georgia policy.
- Priority for requests will be given to projects that are, in order, (a) educational in nature, or directly related to the curriculum; (b) for charitable purposes; or (c) for the benefit of a large segment of the University population.
- Solicitation activities may be limited on a viewpoint-neutral, content-neutral basis in regards to the time, place and manner of the proposed activity.
- Posting of banners, signs, and other such methods of notification on University buildings, fences, or other facilities is prohibited.
- Violation of any of time, place, or manner limitations, damage to University property, or outstanding debt to the University may result in revocation of the permission to engage in the activity or denial of permission to engage in future activities.

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### Policy definitions

- Solicitation is defined as the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services, or offering materials or privileges to others via promotion or advertisement.
- Commercial Solicitation is defined as any solicitation for the purpose of securing a profit for the benefit of an individual or commercial entity.
- Non-commercial Solicitation is defined as any solicitation for the purpose of securing a monetary gain for the benefit of a nonprofit or charitable organization, and includes sales and requests for donations.

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#### Reason for policy

In the interest of promoting and maintaining a productive and non-coercive educational and work environment and maintaining University facilities for the use of University students, faculty, staff, and invited guests participating in University activities, the University of Georgia has established guidelines and procedures pertaining to solicitation activities on its campus. This policy will also ensure compliance with the Board of Regents policy concerning business activities on University System campuses. Solicitation on campus is subject to prior authorization and must be conducted in accordance with time, place, and manner restrictions established by the authorizing official.

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#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for President Auxiliary Services

**Policy Owner:** Director, Auxiliary Services

**Policy Contact:** Jon Hall, Manager – Vending and Solicitation

**Phone Number:** 706-542-7167

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#### Related information

For more information, please see our website: <http://www.busfin.uga.edu/vending>. Please see the "Auxiliary Services – Authority to establish and operate" policy for more information about Auxiliary Services.

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#### Policy Dates

Effective Date: 10/16/2012

Date Last Updated: 7/23/2014

Date of Last Review: 6/7/2018

Date of Approval: 7/23/2014