

	<b>Florida Gulf Coast University</b> Policy Manual	<b>Policy: 4.007</b> Approved: 7/9/12
	<b>Title:</b> Postings and Solicitation on Campus	<b>Responsible Executive:</b> Vice President for Student Affairs  <b>Responsible Office:</b> Office of Campus Involvement

## I. POLICY STATEMENT

FGCU wishes to ensure that University business is effectively done in concurrence with open communications by members of the University community and its visitors.

## II. REASON FOR POLICY

Provide policy and procedures for FGCU Regulation PR9.006, Solicitation on Campus.

## III. DEFINITION OF TERMS

- A. *Bulletin boards* – Permanent and officially designated display boards for the temporary posting of notices, advertisements, and solicitation materials.
- B. *Non-commercial solicitation* – Solicitation not related to sales or business transactions.
- C. *Ingestibles* – Any substance (solid or liquid) that is taken into the body by mouth.
- D. *Outside organization/non-University persons or entities* – An entity or an FGCU faculty, staff, or student acting on behalf of a person or entity other than FGCU.
- E. *Signs* – Flyers, posters, placards and notices that are temporarily erected or placed on campus and left unattended.
- F. *Solicitor* – A person or entity conducting non-University related sales or business transactions or distributing information related to non-University related sales or business transactions under FGCU Regulation PR9.006 and FGCU Regulation PR9.004.
- G. *Authorized signs* – Signs used for University-related activity.

#### IV. PROCEDURES

- A. The distribution of materials or handouts on campus for the purpose of solicitation shall be done in accordance with University regulations and this policy.
- B. All solicitors, including those persons who are students, faculty or other University personnel, are prohibited from using University facilities, equipment and services for the purpose of conducting non-University related sales or business transactions unless approved in accordance with University regulations and this policy.
- C. No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas.
- D. Solicitation, sales, and distribution of information are not allowed in areas that have been previously scheduled by another entity.
- E. Non-University sales or business transactions may only take place in designated areas during designated time frames. Sales can only be conducted at the reserved table location.
- F. Persons or entities wishing to distribute information and conduct non-University related sales or business transactions on campus require an approved Solicitor's Permit. Approval of this form may be obtained by completing the "Application for Solicitor's Permit" obtained from the Office of Campus Reservations, Student Union Building.
- G. Campus Reservations may deny approval of a Solicitor's Permit if the Solicitor seeks to:
  1. solicits participation in illegal activities;
  2. distribute ingestibles not regulated by the Food and Drug Administration (FDA);
  3. infringe on rights of existing contracts with the University; or
  4. violate University Policies and Regulations.Solicitor's Permit denials may be appealed to the President or designee, pursuant to FGCU Regulation PR9.004.
- H. Individual table locations can be rented by outside individuals or organizations for \$50.00 per day. Table reservations and payment for table reservations are made through the Office of Campus Reservations.

- I. Non-University sales or business transactions may only take place in designated areas during designated time frames. Sales can only be conducted at the reserved table location.
- J. The solicitor will be responsible for all costs incurred by the University for clean-up, removal of postings, damage or debris associated with the Solicitor's Permit or distribution of information. If the solicitor is found to be in violation of this policy twice during an academic year, the solicitor will not be allowed to conduct sales or distribute information for the remainder of the academic year.
- K. Public bulletin boards and other designated locations are provided in order to post notices, advertisements and solicitation materials. Public bulletin boards will be identified clearly with appropriate signage. The locations of public bulletin boards will be provided by the Office of Student Involvement. No approval is needed to post on Public bulletin boards, including the posting of solicitation materials.
- L. Department bulletin boards are only available for use by the designated department.
- M. Individuals are responsible for placement and removal of their own postings on public bulletin boards.
- N. Public bulletin boards will be cleared during the week following commencement each semester.
- O. Unattended free-standing signs are not allowed.
- P. Non-commercial banners may be hung in the student plaza at specifically designated areas. Persons wishing to hang banners should contact the Office of Student Involvement for locations.
- Q. In accordance with FGCU-PR9.004, non-commercial solicitation may be distributed without prior approval person-to-person on campus but not in University buildings. Communications left unattended, placed on vehicles, or left in areas not designated as a public bulletin board are subject to removal.

**V. RELATED INFORMATION**

FGCU-PR9.006, Solicitation on Campus

**VI. HISTORY**

New 8/14/09; Amended 7/9/12

**VII. APPENDICES**

None

**APPROVED**

\*s/Wilson G. Bradshaw  
President

July 9, 2012  
Date

*\*NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.*

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