

# Shawnee State University

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| AREA:    | UNIVERSITY-WIDE POLICY | POLICY NO.:     | 5.10 REV  |
|          |                        | ADMIN. CODE:    | 3362-5-11 |
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|          |                        | EFFECTIVE DATE: | 4/11/97   |
| SUBJECT: | SOLICITATION POLICY    | RECOMMENDED BY: | L. Mangus |
|          |                        | APPROVED BY:    |           |

The purpose of this policy is to establish reasonable regulations as to time, place and manner of speech on the University to allow the free exchange of ideas without disrupting the educational and administrative functions of the University. These regulations are not intended to regulate the content of any publication, but are intended to reduce litter and visual pollution on the campus, and to keep harassment of students, faculty, and employees to a minimum.

## 1.0 Solicitation and distribution activities by non-employees or outside organizations:

### 1.1 An organization or non-employee intending to solicit or distribute literature on campus must, each visit:

1.1.1 Give advance notice of forty-eight hours of such intention by contacting the Director of Physical Facilities.

1.1.2 At the time the advance notice is given, provide a list of the name of the persons or alternates who wish access to the University.

1.1.3 In the event two or more requests for access to a facility for the same or overlapping times has been made, the Director of Physical Facilities should attempt to provide alternate designated areas. In the event that no alternate designated area is available, the Director of Physical Facilities will grant access to the available designated area on a rotating basis with equal time for its use.

1.1.4 If the designated areas are unavailable due to a prior reservation, then the Director of Physical Facilities shall notify the requesting party of such conflict.

1.1.5 Literature may be deposited in designated containers or locations in public areas for pick-up by University personnel. The University may dispose of literature after 10 days.

- 1.2 An organization or non-employee may solicit or distribute literature only in non working areas. Only employees on non-working time may be solicited. Designated areas are determined by the Director of Physical Facilities and a list of such areas will be made available upon request.
  - 1.3 An organization or non-employee may neither distribute literature nor solicit employees in any work area, regardless of the fact that the employees may be on non-working time.
  - 1.4 An organization or non-employee shall be permitted to submit notices for posting to the Director of Physical Facilities. Such notices must be a reasonable size so as not to obstruct any other notices. All organizations or non-employees will have equal rights to any designated posting area. A list of the designated posting locations will be made available upon request.
  - 1.5 Any disagreements regarding these rules should be directed to the Director of Physical Facilities for final resolution.
- 2.0 Solicitation and distribution activities by employees:
- 2.1 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.
- 3.0 Disruptive conduct
- 3.1 The Director of Physical Facilities reserves the right to regulate any solicitation or distribution activities by anyone or any organization which 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 sponsored and 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.

In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. Use of all University Center facilities must be scheduled with the University Center scheduling office. Use of athletic-related facilities must be scheduled with the Athletic Director and the Director of Physical Facilities. All other campus facilities must be scheduled in the Director of Physical Facilities Office.

- 4.2 Students or registered student organizations may not solicit funds from any on campus group and 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 shall 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 policy prohibits the distribution of publications to individuals who have subscribed to them.
- 6.0 Definitions
  - 6.1 Designated area - means any facility location to be determined by the Director of Physical Facilities.
  - 6.2 Designated parking lot - means an area to be determined by the Director of Physical Facilities where employees and/or visitors park motor vehicles.
  - 6.3 Organization - means a body of persons established for a specific purpose.
  - 6.4 Facility - means any work or non-work area comprising one worksite which is governed by and under the control of the Shawnee State University Board of Trustees.
  - 6.5 Director of Physical Facilities - means person designated by the President to be contacted regarding solicitation or distribution activities conducted at any facility under the jurisdiction of the appointing authority.

- 6.6 Non-employee - means any person not employed at SSU, or any person not in an active work status.
- 6.7 Non-work area - means an area to be determined by the Director of Physical Facilities, and generally includes lobbies, cafeterias, public areas or designated parking lots.
- 6.8 Non-working time - means approved leaves, lunch periods, and before and after scheduled working hours.
- 6.9 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.
- 6.10 Work area - means an area to be determined by the Director of Physical Facilities, and generally includes offices, work stations, conference rooms and corridors leading directly thereto which are used as an integral part of performing work and any area where the employee performs his/her official duties.
- 6.11 Working time - means that time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time, such as meal periods, vacations, and time before or after a shift.
- 6.12 Registered student organization - means an organization of enrolled students that is recognized by the Student Senate.
- 6.13 Student - an individual registered and currently enrolled in Shawnee State University.
- 6.14 Student Group - a group of enrolled students that is not recognized by Student Senate, but have some identifying characteristics which imply separateness from other students.

*Approved 7/30/90; Revised 8/28/92; Revised 4/11/97*