



Policy

UNIVERSITY POLICY P-05.03- 07/19

TO: University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Commercial Solicitation on Campus

Responsible Office: Office of the President

I. Policy Statement

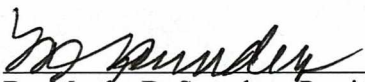
The regulation of commercial solicitation on campus and the posting of advertising materials on campus bulletin boards is necessary in order to preserve the educational mission of the University, to prevent unnecessary distraction during classes and study periods, to provide for the safety of University students and faculty and staff members, and to protect the property of students, faculty, staff, and the University.

II. Commercial Solicitation Prohibited

- A. Definition. The term “commercial solicitation” shall mean any act or event which results in financial gain to the salesperson, individual(s) or organization(s). Normal business activities of the University are not considered commercial solicitation for the purposes of this policy.
- B. Prohibited. Commercial solicitation is prohibited on campus without prior written approval. UWF Office of Procurement and Contracts is the primary authority for approving solicitation on campus.
- C. All forms of commercial solicitation are prohibited. Solicitors and tradesmen, including students, faculty, and other University personnel, are prohibited from entering the grounds or buildings of the University for the purpose of conducting commercial activity, commercial solicitation or transacting business with students, faculty, or other University personnel unless they have been issued written authorization for this purpose by the Procurement Director or designee(s). This includes oral and written solicitation, telephone solicitation, and email solicitation. Use of the University email system or University email for commercial solicitation is also a violation of this Policy.

III. Exceptions - Written Request for Approval

- A. Pre-Approval Required. All persons, including those persons wishing to conduct business, post advertising or conduct other promotional marketing efforts anywhere on University property either during or after business hours must apply in writing to the Office of Procurement and Contracts for the authorization.
- B. Written Application. Such written application for the appropriate authorization will contain the name or names of the representative(s) who will solicit on campus; name, address, and contact information for the business; disclosure of type of business to be conducted including the manner that such business is to be transacted; and the segment of the University community which will be solicited. In case of posting of commercial advertising materials, a sample of the material must accompany the request for authorization.
- C. All commercial solicitation that has been pre-approved in writing by the Office of Procurement and Contracts, shall be conducted in accordance with applicable University regulations, policies and procedures.
- D. Student organization fundraising. Student organization fundraising is governed by DV-02.03-04/14, not this policy, which includes provisions for officially registered or recognized student groups. The Office of Student Involvement maintains procedures based on this policy.
- E. University Commons Vendor Tables. Rental agreements for vendors to sale or promote products, services, or activities in the University Commons are managed by University Commons Event Services. Agreements are routed to the divisional vice president for approval per the University's contract signature policy.
- F. The University shall be entitled to remove unauthorized commercial solicitation materials from its premises, and to assess any unauthorized solicitor with charges for removal of such materials, cleanup of the premises, and/or the costs to replace or restore damage to property.

Approved by: 
Dr. Martha D. Saunders, President

Date: 