UNIVERSITY POLICY  P-05.00-1/99

TO: University of West Florida Community

FROM: Dr. Morris L. Marx, President

SUBJECT: Commercial Solicitation on Campus

Policy/Purpose: Regulation of commercial solicitation on campus

Regulation of commercial solicitation on campus and the posting of advertising materials on campus bulletin boards is necessary in order to conserve the time of faculty and staff members, to protect personal belongings of students living in housing facilities controlled by the University, to avoid distraction to student, faculty and staff during working and study periods, and to protect the property of the University.

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 transacting business with students, faculty, or other University personnel unless they have been issued a permit for this purpose by the Vice President for Administrative Affairs.

Written solicitation, telephone solicitation, and email solicitation are also prohibited unless advance approval is obtained from the Vice President of Administrative Affairs.

All solicitors wishing to conduct business or post advertising anywhere on University property either during or after business hours must apply in writing to the Vice President for Administrative Affairs for an official permit.

Such written application for permit will contain the name or names of the representative(s) who will solicit on campus, 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 permit.

Excluded from this policy are businesses who have received an explicit invitation by appropriate University departmental authority or student resident; and those vendors whose purpose is to conduct University business by the sale of goods/or services with those departments having purchase order or other contractual authority (i.e., Library, University Bookstore, University Purchasing or the Office of the Vice President for Administrative Affairs).

Approved: Dr. Morris L. Marx, President

Date: 6/26/02

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