

TITLE: SOLICITATION ON CAMPUS

POLICY NO: 4-12

EFFECTIVE DATE: 07/21/15

VCCS POLICY NO: N/A

REVISED DATE: N/A

I. Purpose:

To provide guidelines for external individuals and/or organizations who seek to use college facilities for the purpose of soliciting, providing information, distributing promotional materials, performing community service, or otherwise making person-to-person contact with the college community.

II. Definitions:

External individuals: individuals who are not students, staff, or faculty of the college.

External organizations: community or cultural groups, not-for-profit organizations, state and local government agencies, corporate and commercial organizations, and professional organizations.

Solicitation:

- selling or promoting products, goods or services;
- use of staff and faculty listings for the purpose of selling/promoting goods and/or services;
- conducting membership drives; or
- seeking opinions, votes or pledges, including the distribution of printed materials

III. Policy:

- A. To the extent that an activity involving solicitation serves the needs of the college community or provides a community service that is consistent with J. Sargeant Reynolds Community College (Reynolds) mission, authorization may be granted for outside organizations to use the college's facilities (e.g., Commonwealth of Virginia Campaign [CVC], benefits fair, blood donation drives, etc.).
- B. The college shall not permit any activity that is disruptive to academic life, or which interferes with the conduct of college business. Requests must be consistent with federal, state, and local laws that apply to such activities.
- C. Reynolds has contractual obligations with vendors (such as the cafeteria, bookstore, and vending) which must be respected.

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- D. Any approved solicitation must adhere to a strict "no hard sell" policy where a prospect must first approach a solicitor.
- E. This policy does not apply to outside organizations that are requesting meeting space or the use of facilities when solicitation is not involved.

IV. Procedures:

A. Commercial solicitation

- 1. Except as discussed in section III.A., the college does not permit on-campus commercial solicitation by representatives of for-profit businesses. Commercial organizations seeking to engage in activities other than selling or marketing may be granted access to the college facilities under certain circumstances. Commercial organizations which have a contractual or business relationship with Reynolds or the Commonwealth of Virginia to offer a product or service (e.g., an approved provider under the faculty optional retirement plan), may be permitted access to campus.
- 2. Requests will be submitted to the director of facilities management and planning and approved by the vice president of finance and administration.

B. External individuals, non-profit organizations, and community service activities

- 1. The college may permit external individuals or non-profit organizations or groups to use college facilities for seeking opinions, votes or pledges, including the distribution of printed materials. Permission will generally be granted provided the activity does not interfere with the conduct of college business. Permission will not be granted to use Reynolds facilities for the purpose of soliciting funds.
- 2. The literature or materials should be handed out without obligation or requiring further discussions. Attempting to force someone to accept an item or engage in conversation against their will is not acceptable.
- 3. Requests will be submitted to the director of facilities management and planning and approved by the vice president of finance and administration.

C. Facilities

- 1. The college has very limited space that is suitable for use by outside organizations under the provisions of this policy. Solicitors must operate from the table or in the designated area provided, and they are not permitted to move about college buildings or parking lots. This includes placing flyers on vehicles.
- 2. Violators will be asked to leave the premises, and they may be denied future access to Reynolds facilities.

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D. Displays and literature

1. The placement of displays, literature racks, flyers, promotional material, etc., by external individuals and/or organizations which may be of interest to students requires the approval of the Office of Student Life.
2. The individual or organization must present the request to the Office of Student Life with a copy of the flyer or information for review. The Office of Student Life will review the information. If approved, the Office of Student Life will stamp the flyer for distribution for a designated period.
3. Businesses offering discounts or other benefits to college employees will provide the information to the Office of Human Resources for consideration of distribution.
4. Unauthorized materials may be removed and discarded without notice.

V. Other Information: N/A