

 UNIVERSITY OF COLORADO at COLORADO SPRINGS	POLICY NUMBER: 800-001	PAGE NUMBER: 1 of 2
	CHAPTER: Community/Media Relations	
	SUBJECT: Commercial & Solicitation Activities	
	EFFECTIVE DATE: April 8, 2005	
OPR: VCAF VC: Administration and Finance	SUPERSESSSION: April 1, 1996, February 17, 1982	
	APPROVED: Approved by Pamela Shockley-Zalabak, Chancellor, on April 8, 2005	

I. POLICY:

- A. The University's "General Policy on the Use of University Facilities" sets certain guidelines and restrictions for commercial activities on the campus.

II. AUTHORITY FOR CAMPUS POLICIES:

- A. Authority for the creation of campus administrative policies is found in the Laws of the Regents, 1990, which states:

Article 14: Section B.3, C

- B. The use of University facilities shall be limited to faculty, staff, and students of the University except the use by others as may be specifically authorized under such regulations.

III. PURPOSE:

IV. DEFINITIONS:

V. PROCEDURES:

- A. All non-regular commercial and solicitation activities on the campus must receive the prior approval of the director of the University Center. Such approvals will be limited to officially recognized University organizations and departments.
- B. Generally, individuals and groups who wish to make direct contact with members of the University community will be encouraged to do so inside or on the plaza outside the University Center. Requests should be directed to the University Center.
1. Tables will be reserved for those who receive permission for sales or solicitations. A maximum of three tables will be scheduled at any time inside the University Center.
 2. No food sales, other than regular University Center operations, will be permitted on the campus, including bake sales

CHAPTER: 800 Community/Media Relations	SUBJECT: Use of University Commercial & Solicitation Activities	POLICY: 800-001	EFFECTIVE January 18, 2005	PAGE: Page 2 of 2
---	--	--------------------	----------------------------------	-------------------------

3. Product sales other than food must be approved by the UCCS bookstore manager, in addition with the University Center approval. There will be a required commission on gross sales, to be paid to the bookstore as a per contract.
4. All solicitations other than merchandise (for example, information gathering and distribution, raffles, membership drives and contributions), which are not directly related to the University's programs and operations, must be approved by the University Center director.
5. The University Center director has the final approval and responsibility for all University Center space usage.

C. Prospective vendors should be advised of the opportunity to reach students by means of advertising in the Student newspaper.

D. All proceeds to University organizations and departments must be deposited into a University account within 72 hours.

E. Sales taxes must be collected and accounted for, consistent with the laws of the State of Colorado and the city of Colorado Springs.

VI. RESPONSIBILITY:

VII HISTORY:

VIII. ATTACHMENTS: