



UCCS CAMPUS POLICY

Policy Title: Commercial & Solicitation Activities

Policy Number: 800-001

Policy Functional Area: Community/Media Relations

Effective: August 2, 2012
Approved by: Pam Shockley–Zalabak, Chancellor
Responsible Vice Chancellor: Administration & Finance (VCAF)
Office of Primary Responsibility: VCAF
Policy Primary Contact: SVCAF, 255-3626
Supersedes: February 17, 1982; April 1, 1996; April 8, 2005
Last Reviewed/Updated: August 2, 2012
Applies to: Faculty, Staff, and Students

Reason for Policy: The University’s “General Policy on the Use of University Facilities” sets certain guidelines and restrictions for commercial activities on the campus.

I. INTRODUCTION

- A. The University’s “General Policy on the Use of University Facilities” sets certain guidelines and restrictions for commercial activities on the campus.
- B. Authority for the creation of campus administrative policies is found in *The Laws of the Regents, 2007*, Article 3 Section B.5(A) which states:

The chancellor of the each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, or regent policy, or as may be delegated by the president.

II. POLICY STATEMENT

A. PROCEDURES:

1. 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.
2. Generally, individuals and groups who wish to make direct contact with members of the University community will be encouraged to do so inside by renting a table or on the plaza outside the University Center. Requests should be directed to the University Center.

- a. Tables will be reserved for those who receive permission for sales or solicitations. A maximum of four tables will be scheduled at any time inside the University Center.
 - b. No food sales, other than regular University Center operations, will be permitted on the campus, including bake sales.
 - c. Product sales other than food must be approved by the UCCS bookstore manager, in addition with the University Center approval. There will be an additional daily fee to rent a table assessed and paid to the Bookstore.
 - d. 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.
 - e. The University Center director has the final approval and responsibility for all University Center space usage.
3. Prospective vendors should be advised of the opportunity to reach students by means of advertising in the Student newspaper.
 4. All proceeds to University organizations and departments must be deposited into a University account within 72 hours.
 5. Sales taxes must be collected and accounted for, consistent with the laws of the State of Colorado and the city of Colorado Springs.

III. KEY WORDS

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	February 17, 1982
Revised	April 1, 1996
Revised	April 8, 2005