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SECTION: Division of Student and Alumni Services

SUBJECT: Campus Solicitation

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Policy for: Columbia Campus
Procedure for: Columbia Campus
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Issued by: Student Life

I. PURPOSE

The University of South Carolina has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the University recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the University hereby adopts this solicitation policy for the purpose of establishing reasonable time, place and manner for campus solicitation.

II. DEFINITION OF SOLICITATION

Solicitation is defined as contact for the purpose of:

- A. Soliciting funds or sales or demonstrations that result in sales;
- B. Distributing advertising or other materials;
- C. Compiling data for surveys, programs, or other purposes;
- D. Recruitment of members or support for an organization or cause;
- E. Providing educational information sessions (exclusive of formal University of South Carolina academic classes).

Solicitation activities may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the University are prohibited.

An event that places an undue burden on campus facilities, interferes with the use of campus facilities by other persons, disrupts normal operations, infringes on the protected rights of others, and/or has as a principal goal to incite a riot or to disrupt other activities, may be denied the privilege of using University facilities (or grounds) for solicitation.

DISTRIBUTION OF LITERATURE - Distribution of literature by University or non-University individuals or organizations is subject to the solicitation policy in order to prevent harassment of students and to maintain the campus environment. The person-to-person distribution of literature by University or non-University individuals or organizations is restricted to the areas available for solicitation and must be registered and reserved in advance through the Department of Student Life.

The posting of literature by University or non-University individuals or organizations is restricted to appropriate reserved areas of bulletin boards in University buildings or on the Carolina Information Boards located at various outdoor points around the campus. Some bulletin board space is designated for University activities only.

The posting or attachment of flyers, posters, advertisements, or announcements of any type on the external/internal sides of buildings, trees, sidewalks, light posts, parked cars, or other similar structures is prohibited. (See policy on Posting Promotional Material in this manual for complete guidelines.)

DIRECT MAIL SOLICITATION - The University of South Carolina postal office is responsible for providing services for USC faculty, staff, and students for official University business only. Mail determined to be of personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The only exception to this policy is mail service to on-campus resident students whose mail is delivered to their residence.

University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official University business. No USC mailing list will be available for use other than for official University of South Carolina business. (Student organizations may be contacted through the Campus Activities Center.)

III. STATEMENT OF EQUITY

Approval to solicit on the University of South Carolina campus shall not be granted in an arbitrary or capricious manner on the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy.

IV. ELIGIBILITY

- A. University Organizations and Departments - Registered student organizations, academic units, or University departments may solicit in designated areas and under prescribed conditions as listed under Guidelines and Procedures later in this section.
- B. Non-University Organizations and Individuals - Any non-University organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered student organization, academic unit, or University department.
- C. Employee Solicitation - Employees of the University may not solicit for non-University sponsored activities during working time regardless of whether they are in their work area or not. (See System Policy A1.07, Personnel, 08/85).
- D. Solicitors and Tradesmen - Solicitors and tradesmen, including students, faculty, or other University personnel are prohibited from entering the grounds or buildings of the University of South Carolina for the purpose of transacting business with students, faculty, or other University personnel, unless they have been issued a letter of permit for this purpose by the Office for the Vice President of Student and Alumni Services (or designee). Guidelines and procedures for buildings, grounds, and residence halls are distributed to solicitors upon registration and permit approval.

V. GUIDELINES/PROCEDURES

- A. University Organizations and Departments
 1. The organization or department must complete a USC Facility Reservation and Event Registration Form available from the RHUU Reservationist (located in the Russell House - Room 218).
 2. Outside speakers and/or performers being sponsored on campus must be approved in advance by the Director of Student Life (or designee).
 3. The Director of Student Life (or designee) must approve student fundraising activities. (See policy on Fundraising by Student Organizations in this manual for specific information.)
 4. Lotteries, raffles, and games of chance must be in accordance with South Carolina state law.
 5. Designated Areas - Solicitation activities are permitted in the following designated areas. (Note: Any use of space not normally designated for use by student organizations and University departments must be requested in writing from the Director of Student Life at least two weeks prior to the event.)
 - a. Specific areas of the Russell House University Union (including the front and back patios, Ballroom, meeting rooms, and main lobby). Special Stipulations:
 - 1) User Fees - Charges will be assessed under certain conditions to University departments and academic units, for usage of Russell House facilities and equipment based on the current User Fee Policy. User fees will not be assessed to registered student organizations. A copy of the current policy may be obtained from

the RHUU Reservationist. (Note: User fees should not be confused with fees for services such as costs for technical services, security, or other labor costs.)

- 2) Equipment - Organizations must use Russell House equipment (tables, chairs, etc.).
 - 3) Space Limitation - Each display area will normally be limited to four (4) tables.
 - 4) Display Material(s) - In the interest of maintaining an environment that is consistent with the mission of the RHUU and the University, the RHUU staff reserves the right to determine appropriate location and manner of all display materials including goods, posters, banners, backdrops, etc. All display materials must be maintained in the designated display area.
 - 5) Campus-Wide Events - No charges will be assessed to non-University organizations or individuals who are invited to participate in a campus-wide event and provide services that are integral to the mission or specific function of a University department (e.g., Career Fair sponsored by the USC Career Center). Display and table regulations may be waived for such campus-wide events. Requests for exceptions should be submitted in writing with the Facility Reservation and Event Registration form two weeks prior to the event.
 - 6) Exceptions to the above policies may be approved by the Director of the Russell House University Union provided that exceptions shall not be in conflict with the general policy on Solicitation and Sales.
- b. Greene Street (between the gates ONLY and at specified times)
 - c. Pickens Street Bridge (student organizations only)
 - d. Designated areas of the Coliseum walkway (student organizations only)
 - e. Designated areas of academic building lobbies upon the approval of the appropriate academic dean and the Director of Student Life (or designee)
 - f. Other designated locations upon the approval of the Director of Student Life (or designee)
 - g. Other specifically designated areas formally contracted through the University for the purpose of advertising goods and services to the Carolina community.
 - h. Residence Halls: Solicitation is prohibited in the residence halls for all groups and individuals (official University business approved by the Vice President for Student and Alumni Services, or designee, is excepted). Newspapers may be solicited and delivered by resident students or area managers after they have proper authorization from the Vice President for Student and Alumni Services (or designee). All other deliveries must be made to the lobby desk located in the lobby of each residence hall. The residence hall governments and the Director of University Housing and Residential Services must approve the use of lobby area tables for

solicitation relevant to the needs and wishes of the individual residents of the particular residence hall.

6. Upon approval, all solicitation and related activities shall be confined to the designated display space only; passers-by are not to be harassed or harangued.

B. Non-University Organizations and Individuals - Non-University organizations or individuals must be sponsored by a University student organization, University Department, or academic unit. The reservation/registration procedure must be properly completed by the appropriate registered student organization, academic unit, or University department prior to the non-University group setting up on campus. Sponsored non-University groups are limited to use of designated Russell House University Union facilities for the purpose of solicitation. Use of spaces by non-University organizations or individuals other than the Russell House University Union designated spaces is generally prohibited unless extenuating circumstances exist. Upon obtaining sponsorship, all other applicable guidelines and procedures must be adhered to as outlined in the section above for University Organizations, academic units and University departments. Questions regarding sponsorship should be directed to the Office of the Director of Student Life. The sponsoring University organization shall be responsible for ensuring that the non-University group is informed and in compliance with University policies and guidelines at all times during the registered event. The following additional guidelines for non-University organizations and individuals must be adhered to:

1. A member or designee from the sponsoring student organization, academic unit or University department must be present at the solicitation location at all times.
2. Use of facilities by non-University organizations or individuals for the purpose of solicitation is limited to no more than 5 (five) days per academic semester. Multiple sponsors do not allow for additional reservations.
3. All advertising or "giveaways" must be in compliance with University policies.
4. No food, beverage, alcohol or illegal items may be sold.
5. The appropriate business license and sales tax remission form (if applicable) must be provided upon request; registration with the Better Business Bureau may be required.

NOTE: Non-University entities that are major sponsors of University-wide programs or services (such as Freshman Orientation), and non-University entities that provide services that are integral to an on-going University-wide function of a specific University department (such as Employment Recruiters registered with the USC Career Center) may be exempt from the sponsor attendant and the five (5) day time limitation as listed above. Exceptions must be requested in advance in writing and shall be subject to the approval of the Director of Student Life (or designee).