SECTION 5: USE OF UNIVERSITY FACILITIES

5-7 SOLICITATION POLICY

A. Solicitation shall be defined to include the sale or offer for sale of any property or service and/or receipt of or request for any gift or contribution.

B. No solicitation shall be conducted in any building or structure on the campus of the University of North Dakota except by the agents or employees of the University acting in the course and scope of their agency or employment, or by established student organizations, or renters of space within the Memorial Union. Solicitors’ actions must be in accordance with this section and University policy.

(a) In the case of the Memorial Union, the Director of the Memorial Union or designee may permit on- or off-campus persons, groups, or organizations to reserve, lease and/or use portions of the building for the purpose of selling products and/or services to the campus community.

(b) In the case of requested solicitation outside of the Memorial Union, please refer to the Special Events process described in Section 5-3 of the Code.

C. Solicitation must be conducted in a way that:

1. Is in keeping with the educational mission of the University and complies with other policies and procedures contained in the Code.

2. That will not disturb or interfere with the regular academic or institutional programs or other programs being conducted on the campus;

3. That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, or within buildings.

4. That will not impede entrance to or egress from campus buildings, or into, from, or through common areas of campus buildings.

5. That will not harass, embarrass or intimidate the person or persons being solicited;

6. There is no conflict with contractual obligations of the University.

7. When in the Memorial Union, the sale or distribution of food items will comply with Memorial Union guidelines.

8. Off campus persons, groups, or organizations not affiliated with the University must be properly licensed to sell the products and/or services being offered.

9. That will conform to all applicable state and federal laws and city ordinances, including those related to charitable gaming (raffles, etc.) when applicable.

D. Established student organizations may collect membership fees or dues or conduct other solicitation defined in this section at activities of such organizations scheduled in accordance with the facilities-use regulations outlined in this section.
E. Admission fees may be collected for an exhibition, movie or other program that is sponsored by the University, a recognized faculty group, or an established student organization and that is scheduled in accordance with the facilities-use regulations in this section.

F. Regulations for sales:

1. All student organizational activities involving University funds or services are subject to University and state audit and may be subject to city and/or state sales tax.

2. Cash boxes, a cash advance, and standard ticket sales reconciliation forms may be obtained from the Memorial Union Administrative Offices. Monies, cash boxes, unused tickets, and reconciliation forms must be turned in daily to the Memorial Union Administrative Offices, or to the Memorial Union building manager after office hours.

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