

 UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL SOLICITATION		
<u>Responsible Department:</u> Business and Financial Affairs <u>Recommended By:</u> SVC Business and Financial Affairs <u>Approved By:</u> Chancellor	<u>Policy Number</u> FINA 2.30.052	<u>Effective Date</u> 3/___/2024	

I. INTRODUCTION

This Policy is designed to provide guidance to the University community on Solicitation.

II. POLICY OVERVIEW

Persons not employed by the University, or who are not otherwise authorized by the University pursuant to this Policy, are prohibited from Soliciting funds or signatures, distributing Materials or gifts, offering to sell merchandise or services, or engaging in any other Solicitations or similar activity on University Premises.

III. PROCESS OVERVIEW

A. The University prohibits Solicitation on University Premises except as authorized under this Policy.

1. Students.

Any Solicitation undertaken by a student, registered student club, or RSO must be approved by the Office of Student Affairs and Inclusive Excellence ("SAIE"), conducted in compliance with the Student Handbook and procedures established by SAIE, and comply with all applicable laws and University policies.

2. Employees

Employees may not engage in solicitation of any kind during such the employee's work time or the work time of other employee(s). Employees may not distribute or post materials in a work area of the University at any time, including during non-work time. Work time does not include

breaks, meal periods, or other periods during which an employee is not required to perform their job duties. See University Policy HRIC 3.10.030 – *Hours of Work for Staff*.

3. Third Parties, Corporations and Non-Profit Organizations.

Solicitations are not permitted on University Premises, or using University resources or systems (See University Policy 13.10.010- *Use of Computer and Network Systems*), except:

- a. University-authorized charitable giving campaigns (Note: any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a RSO, faculty member, or employee);
 - b. Non-University entities or vendors are permitted to access the University in connection with periodic vendor fairs, career fairs, table rentals, and Sponsorship agreements organized by career offices at the University; or
 - c. With the prior written permission from the Senior Vice Chancellor of Business and Financial Affairs.
4. Solicitations on University Premises must:
- a. comply with University policies;
 - b. not infringe on the rights of individuals;
 - c. not physically obstruct normal pedestrian or vehicular traffic flow;
 - d. not create excessive noise, trash, or disturbance at the site or adjacent areas;
 - e. not interfere with classes, scheduled meetings, University operations, or athletic events;
 - f. not damage, deface, or litter University property;
 - g. clearly identify the hosting University entity;
 - h. not include distribution of information on the windshield of vehicles on campus; and
 - i. not be door-to-door (door-to-door Solicitation is not permitted anywhere on University Premises).

IV. DEFINITIONS

- A. **“Advertising”** - a paid service that includes messages that contain qualitative or comparative language, price information, an endorsement, or an inducement to purchase, sell, or use the advertiser’s products or services.
- B. **“Materials”** means handbills, flyers, posters, pamphlets, petitions, and the like of any kind.

- C. **"Corporations and/or non-profit organizations"** mean third-party entities that are not legally affiliated with the University.
- D. **"Solicitation" or "Soliciting"** shall include: peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources without University approval, canvassing, seeking to obtain membership in or support for any non-University organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind on University property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).
- E. **"University Premises"** includes, but is not limited to, all indoor and outdoor common and educational areas, all University-owned, leased, or operated facilities, any recognized fraternities and sororities, University-owned or operated housing, campus sidewalks, campus parking lots, recreational areas, outdoor stadiums and University-owned or leased vehicles (regardless of location). It does not include municipal property that goes through or is adjacent to campus, such as sidewalks or alleys.

V. RESOURCES

A. University Policy 13.10.010 - *Use of Computer and Network Systems*

Revision Effective Date	Purpose