

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

**2.1.3**                      **College of Charleston Business Practices Guidelines**      **10/01/2020**  
Campus Solicitation by Non-College Customers Policy

### **Policy Statement**

The College has adopted this solicitation policy for the purpose of establishing reasonable time, place, and manner restrictions on campus solicitation by non-College customers.

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### **Policy Manager and Responsible Department or Office**

Business Affairs

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### **Policy**

College of Charleston has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the College recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the College has adopted this solicitation policy for the purpose of establishing reasonable time, place, and manner restrictions on campus solicitation by non-College customers.

For purposes of this policy, solicitation is broadly defined as any and all activity conducted on campus by an individual, group, or organization seeking:

- a. to solicit funds, promote trade, or encourage the acceptance of ideas by persuasion, petition, entreaty, or formal application;
- b. to distribute advertising or other materials;

- c. to compile data for surveys or other programs; or
- d. to recruit members or support for an organization or cause.

Solicitation activities may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the College. Events which are in violation of local, state, or federal law, Board of Trustee policy, or rules, regulations, and guidelines of the College 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, has a principle goal to incite a riot or to disrupt other activities may be denied the privilege to use College facilities (or grounds) for solicitation.

1. Any business enterprise that desires to conduct some facet of its business on campus shall be operated only with the permission of the Sr. VP of Business Affairs or his representative. Such business activity, if permitted, shall be operated under the management, control and supervision of the Sr. VP of Business Affairs of the College.

2. Distribution of non-commercial written material: Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be given away or sold on a person-to-person basis in open areas at least 20 feet from outside of buildings and other closed structures on the campus, except as follows: No stand, table, or booth shall be used in distribution except at the Stern Student Center, Stern Center gardens, Cougar Mall or Physician's Promenade upon permission of the Director of Student Life. Distribution shall be made from a designated location and sales persons are not allowed to walk around campus distributing written material.

3. The distribution of material protected by the First Amendment combined with the sale of a product or service not related to the protected material may be subject to the provisions of the above paragraph relating to Commercial Activity. Such sales shall be approved by the Sr. VP of Business Affairs or his representative to insure that the proposed sale is not in violation of College policy, does not interfere with existing College contracts, and is in compliance with state and local ordinances.

4. Philanthropic Solicitation: Fund raising requests from private voluntary, charitable, health, welfare, and recreational agencies to solicit on campus should be directed to the Office of Business Affairs.

#### **Attachment A**

In the application of the above policy, "business enterprise" is defined as any undertaking of any individual or group which encompasses activities associated with the production, sale, or distribution of products and services. The sale and distribution of products and services includes solicitation by way of direct selling or indirect selling through the use of

posters, flyers, handouts, or other promotional literature.

1. Advertising of a private enterprise on campus is permitted only in approved campus publications, newspapers, magazines, or by direct U.S. mail or telephone. Posters and circulars are prohibited.

2. These policies apply to all forms of solicitation by organizations or individuals unless specifically approved by and under the control of the Office of Business Affairs.

3. Fundraising projects conducted by registered College of Charleston student organizations and approved by the Director of Student Life as well as fundraising projects conducted by College of Charleston departments, are subject to this policy only when the project involves the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing College operated service or through a College contract with a commercial vendor.

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### **Departments/Offices Affected by the Policy**

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### **Procedures Related to the Policy**

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### **Related Policies, Documents or Forms**

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**Issue Date:2/3/16**  
**Date of Policy Review: 10/1/2020**

**Next Review Date:10/3/2025**

<p style="text-align: center;"><b>POLICY APPROVAL</b> <b>(For use by the Office of the Board of Trustees or the Office of the President)</b></p> <p>Policy Number: 2.1.3</p> <p>President or Chairman, Board of Trustees  Date: 10/1/2020</p>
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