

CAMPUS SALES AND SOLICITATION

PURPOSE

In order to preserve the academic mission of the campus, the College maintains authority over the approval of all sales and solicitation directed toward members of the College community and occurring on campus or through any campus infrastructure. The following policy provides for the reasonable control to ensure the safety, stability, and orderly operations of the College.

SCOPE

This policy shall apply to all campus personnel, faculty, staff, students, campus organizations, and visitors and to all facilities including all buildings, lands, and facilities; and to any person, organization, or business desirous of using campus facilities or infrastructure.

POLICY

1. The College does not permit the operation of private business activity on campus, except as otherwise provided by contract. Business activity includes any undertaking of an individual or group which encompasses the production, sale, distribution, by sale or gifts, of products and services. The sale or distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, promotional literature, e-mail, or other similar means. Such activities are subject to proper authorization by the College.
2. No person, organization, or business may sell goods or services, or solicit funds on college property for profit or non-profit, unless authorized to do so in advance by College authorities. Permission to solicit/sell if approved, will be issued for a specific time and location, and will be subject to such limitations as the College may prescribe.
3. Authorization for any sales or solicitation must be approved as follows:
 - a. Authorization for students or student organizations must be obtained from the Vice President for Student Affairs/designee.
 - b. Authorization for employees or employee-related organizations must be obtained through the Director of Human Resources/designee.

Westfield State College

Policy concerning:

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- c. All other authorization for commercial individuals or enterprises must be obtained through the Vice President for Finance/designee.
4. Solicitation and sales activity may not disrupt or interfere with the educational, administrative, or operational activities of the College. Prohibited activity includes any activity in violation of local, state, federal laws, or College policy and any activity that places an undue burden on campus facilities or infrastructure, interferes with others' use of the facilities or infrastructure, disrupts normal operations, or infringes on the protected rights of others.
5. No student may solicit/sell any goods or services on behalf of him/herself or a business without the authorization of the College.
6. Employees are expressly prohibited from soliciting students for any activity or organization not sponsored or sanctioned by the College. Commercial solicitation by employees during work hours or at any time on campus grounds is prohibited.
7. Posting (verbal, written or electronic) by commercial vendors (for profit) is not permitted unless authorized by the College.
8. No solicitation (direct or indirect) of alcoholic beverages or alcoholic establishments is allowed on campus; no student may act to solicit and/or promote alcoholic related activities unless authorized to do so by the College.
9. No commercial vehicles engaging in service related to commercial solicitation or sales are permitted on campus without the authorization of the College.
10. Violators of this policy will be referred to the appropriate College official and be subject to College and/or legal action.

RELATED POLICIES AND REGULATIONS

Fund Raising – Student Organizations (Policy #0230); Fund Raising – Campus (Policy #0235); College Signs, Poster, and Flyer Regulations as published through the Division of Student Affairs; and Residential Life Policy.

REVIEW

Review of this policy will be conducted annually by the authorizing College officials listed above.