

BREVARD COLLEGE

BREVARD, NORTH CAROLINA

BREVARD COLLEGE POLICY AND PROCEDURES MANUAL POLICY FOR POSTING AND SOLICITATIONS ON CAMPUS

Responsible Executive: Vice President of Student Success and Dean of Students

I. POLICY STATEMENT

Brevard College wishes to ensure that College business is effectively done in concurrence with open communications by members of the College community and its visitors.

II. REASON FOR POLICY

Provide policy and procedures for Brevard College, Solicitation on Campus.

III. DEFINITION OF TERMS

- A. *Bulletin Boards*: Permanent and officially designated display boards for the temporary posting of notices, advertisements, and solicitation materials.
- B. *Non-Commercial Solicitation*: Solicitation not related to sales or business transactions.
- C. *Ingestible*: Any substance (solid, gas, or liquid) that is taken into the body.
- D. *Outside Organization/non-College Persons or Entities*: An entity or a Brevard College faculty, staff, or student acting on behalf of a person or entity other than Brevard College.
- E. *Signs*: Flyers, posters, placards and notices that are temporarily erected or placed on campus and left unattended.
- F. *Solicitor*: A person or entity conducting non-College related sales or business transactions or distributing information related to non-College related sales or business transactions on Campus

IV. PROCEDURE

- A. The distribution of materials or handouts on campus for the purpose of solicitation shall be done in accordance with College regulations and this policy.

- B. All Solicitors, including those persons who are students, faculty, or other College personnel, are prohibited from using College facilities, equipment, and services for the purpose of conducting non-College related sales or business transactions unless approved in accordance with College regulations and policies.
- C. No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas.
- D. Solicitation, sales, and distribution of information are not allowed in areas that have been previously scheduled by another entity.
- E. Non-College sales or business transactions may only take place in designated areas during designated time frames.
- F. Persons or entities wishing to distribute information and conduct non-College related sales or business transactions on campus require an approved Business Information Application. Approval of this form may be obtained by completing the Business Information Application obtained from the Dean's Drive.
- G. Central Scheduling may deny approval of a Business Information Application if the Solicitor seeks to:
 - 1. solicits participation in illegal activities;
 - 2. distribute ingestibles not regulated by the Food and Drug Administration (FDA);
 - 3. infringe on rights of existing contracts with the College; or
 - 4. violate College Policies and Regulations.

Business Information Application denials may be appealed to the President or designee, pursuant to Regulation Brevard College-PR9.004.

- H. Individual table locations can be rented by outside individuals or organizations for a daily fee. Table reservations and payment for table reservations are made through Central Scheduling.
- I. The Solicitor will be responsible for all costs incurred by the College for clean-up, removal of postings, damage(s), or debris associated with the Business Information Application or distribution of information. If the Solicitor is found to be in violation of this policy twice during an academic year, the Solicitor will not be allowed to conduct sales or distribute information for the remainder of the academic year.
- J. Public Bulletin Boards and other designated locations are provided in order to post notices, advertisements, and solicitation materials. Public Bulletin Boards will be identified clearly with appropriate signage. The locations of public Bulletin Boards

will be provided by the Office of Campus Life. No approval is needed to post on public Bulletin Boards, including the posting of solicitation materials.

K. Department Bulletin Boards are only available for use by the designated department.

L. Individuals are responsible for placement and removal of their own postings on public Bulletin Boards.

M. Public Bulletin Boards will be cleared during the week following commencement each semester.

N. Unattended, freestanding signs are not allowed.

O. Non-commercial banners may be hung in the student plaza at specifically designated areas. Persons wishing to hang banners should contact the Office of Campus for locations.

P. In accordance with Regulation Brevard College-PR9.004, Non-Commercial Solicitation may be distributed without prior approval person-to-person on campus but not in College's buildings. Communications left unattended, placed on vehicles, or left in areas not designated as a public Bulletin Board are subject to removal.

V. RELATED INFORMATION

None

VI. HISTORY

New 10/3/18

VII. APPENDICES

None

APPROVED

President

Date