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College Policies

Solicitation

Commercial Solicitation is NOT allowed on campus.

Non-Commercial Solicitation

The primary concern of the college is education. As one aspect of the process, the college encourages participation by the students, faculty and staff in matters of public interest. This policy exists with three obligations in mind.

1. To allow the college to continue its normal educational functions without undue interruption.
2. To enable outside groups equitable and reasonable opportunity to solicit on campus.
3. To protect the individual rights of college community members, such as the rights of privacy and personal security.

It is with these considerations in mind that the college promulgates the following policy:

Non-commercial solicitation shall be defined as activity which does not promote or tend to promote the sale of goods or services, or the exchange of money. Examples of non-commercial solicitation include voter registration, distribution of free literature, and the enlistment of volunteers for nonprofit organizations.

Public Areas

Public areas are those areas generally open to the public (including parking lots) which do not serve a specific educational, administrative, research, health, residential, athletic, or recreational purpose. Public areas are open to non-commercial solicitation and shall include the following:

First floor of the North Building (between the two exit doors)

Ground floor of the Tower adjacent to the entrance of the auditorium

Ground floor foyer of the Kennedy Building

First floor foyer of the South Building

Public areas are open to all forms of non-commercial solicitation during the normal operating hours of the college. All persons or organizations who wish to engage in non-commercial solicitation are required to follow the approval process outlined below:

Public Area Use Approval Process

All persons, whether students or non-students, who wish to engage in non-commercial solicitation must first register and obtain written approval from the Director of Events Planning and Theater Management.

Any person engaging in solicitation must display a college permit at all times. Non-commercial solicitation activities are presumed permissible and approval will be granted unless, in the considered judgment of the Director of Events Planning and Theater Management such activities are likely to cause undue disruption of the rights of the college community members, such as the rights of privacy and personal security. The following procedures must be followed in order to obtain approval for a non-commercial solicitation activity:

Each person or organization seeking to reserve these designated spaces for non-commercial solicitation must submit, to the Office of Events Planning & Theater Management, a completed Event Registration Form no later than five (5) days prior to the proposed activity.

The following procedure must be followed to appeal denial of a non-commercial solicitation request:

1. The unsuccessful applicant must appeal to the Chief Student Affairs Officer within 24 hours of notice of the denial of the request.
2. The appeals officer will respond within two business days of the appeal. Note: Emergency exceptions to the time limitations above may be made upon showing of good cause.
3. Sanctions: Instances of alleged noncompliance with the College non-commercial solicitation policy may be the subject of a complaint by any member of the College community. Such complaint shall be registered within five (5) business days of the alleged infraction with the appropriate Vice President. The alleged violator(s) shall receive notice of the complaint and shall be given

an opportunity to be heard as specified below.

Complaints relative to students believed to be in violation of the College non-commercial solicitation policy will be referred by the Chief Student Affairs Officer to the judicial process as outlined in the Code of Conduct.

