



KNOWLEDGE BASE

POLICIES

UNIVERSITY CENTERS

POLICIES: SOLICITATION ON UNIVERSITY PREMISES

Policies: Solicitation on University Premises

Last updated Thursday, Feb. 15, 2018, at 12:53 p.m.

Guidelines

1. Permission and registration of solicitation:
 1. Solicitation shall be defined as selling, peddling, and /or distribution of material, free or otherwise. The hawking of newspapers or similar printed materials outside University buildings is not regulated by this policy.
2. Individuals or organizations (student or non-student) may engage in solicitation in University structures and on University grounds pursuant to the terms and condition established herein, and the University retains the right to accept or reject, with just cause, any request for use of its structure and grounds.
3. No such use of University structure and grounds will be permitted without registration and permission of the appropriate office as listed in sections D, E, F, and G below.
4. All requests for such use of University structure and grounds should be directed to the Director of University Centers in all cases except on-campus housing. In the case of solicitation within on-campus housing, the Assistant Director of Housing and Residence Life should be contacted with such requests. No solicitation will be permitted in living area for non-hall affiliated activities.
5. Political campaigning and the distribution of political literature is permitted only in designated areas of University residence halls during designated hours, when the residence halls are in use and occupied by students during the academic year, interim, and summer session. Such activity may be conducted after

registration with the appropriate Hall Director, provided such space has not been previously reserved.

In University residence halls, political campaigning is limited to these designated areas and times:

HALL	TIME	LOCATION
Bridgman	11 a.m. – 7 p.m.	Main Lobby
Chancellors	11 a.m. – 7 p.m.	Main Lobby
Governors	11 a.m. – 7 p.m.	Main Lobby
Horan	11 a.m. – 7 p.m.	Main Lobby
Murray	Noon – 7 p.m.	Main Lobby
Oak Ridge	Noon – 7 p.m.	Main Lobby
Putnam	11 a.m. – 7 p.m.	Main Lobby
Sutherland	11 a.m. – 7 p.m.	Main Lobby
Thomas	11 a.m. – 7 p.m.	Basement Meeting Room
Towers	11 a.m. – 7 p.m.	Main Lobby

Residence Hall Association recommends that all mailbox stuffings be printed on recyclable paper. There may be only one mailbox stuffing per room. There may be only one mailbox stuffing per organization per month. The only University-organized activities that may have literature put in residence hall mailboxes without names/room number labels are the following:

- Athletics
- Blugold Dining
- University Centers
- Children's Center
- Forensics
- The Forum
- Health Services
- Higherground
- International Folk Fair
- Legal Services
- Music and Theatre Arts
- NOTA
- Recreation and Sport Facilities
- The Spectator
- Student Radio Initiative

- Student Senate (not including campaign and candidate endorsement material)
- UAC

All other campus organizations must request written permission from RHA to stuff residence hall mailboxes. If a listed organization wishes to stuff the residence hall mailboxes more than once per month, special permission from RHA must be requested in writing. All other University recognized clubs must have a name and/or room number on any item(s) of information they want placed in residence hall mailboxes. Businesses or other off-campus organizations must use U.S. Mail unless they have received previous permission from RHA.

- 1 Solicitation in non-academic buildings (other than residence halls) requires the approval of Event Services.
- 2 Solicitation in the academic buildings of the University requires approval of the Vice Chancellor for Academic Affairs upon the recommendation of the Director of University Centers.
- 3 **Solicitation on the University** grounds will require approval of the Assistant Chancellor for Administrative Services, upon the recommendation of the Director of University Centers.

1 Off Campus Individuals and Organizations

1. All non-student individuals and groups whose request to solicit has been approved will be charged a fee for use of any University structure and grounds.
2. Lists of names, addresses, official University records, or any other information about University students will not be made available to non-University individuals or organizations without approval of the Chancellor of the University, or her/his designated agent.
3. Student directory information which is not published in the Student Directory may be provided to outside agencies for legitimate educational purposes by the Registrar. "Legitimate educational purpose" is to be strictly interpreted. An example of legitimate educational purpose is announcement of a special course of interest to majors in a particular subject offered by another UW-System institution. Such information may be provided in the form deemed most appropriate by the Registrar, and a processing charge will be made to cover full costs of providing the information.
4. The University will not, except as provided in Item C above, provide separate mailing lists containing student data to outside parties.

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