



# Campus Facilities Use and Campus Solicitation Policy

## I. GENERAL PROVISIONS

*Rule 1. What is the purpose of this statement?*

This statement prescribes policies and procedures that govern use of campus facilities and solicitation upon or in campus facilities. Its purpose is to assure that the University will be able to preserve its status as a private forum and as a tax-exempt entity.

*Rule 2. Who must comply with the statement?*

Any enrolled student, faculty member, staff member or any other individual, campus organization, partnership, association, or corporation desiring to use campus facilities or to solicit upon or in campus facilities or solicit through the campus mail service must comply with this statement. This statement also applies to any official department of the University and to any party furnishing goods or services to the University under contract.

*Rule 3. What gives Baylor this right to enforce the rules prescribed in the statement?*

Baylor University is a private university controlled by an all-Baptist board of regents operated within the Christian-oriented aims and ideals of Baptists, and affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. Accordingly, the campus is private property; and no party may enter or remain upon it without the consent of the University. Furthermore, no party may conduct or participate in an activity, including any facilities use or campus solicitation, that would embarrass or bring discredit to the Convention or to Baylor in the view of their constituencies.

*Rule 4. Under what circumstances may a party who is subject to the statement use campus facilities?*

Except as otherwise provided in this statement, a party may use campus facilities or solicit upon or in campus facilities only after obtaining, by appropriate application written permission from the University Committee on Facilities Use and Campus Solicitation (the Facilities Use and Campus Solicitation Committee).

*Rule 5. What criteria will be applied in determining the permissibility of a proposed use of campus facilities or a proposed campus solicitation?*

The proposed use or solicitation will be considered in light of the status of the University as a private forum and its status as a tax-exempt entity. More specifically, but not exclusively, the proposed use or solicitation must satisfy both of the following criteria:

1. The use or solicitation must integrate or accommodate the private aims of the University as a Christian institution of higher learning as those aims are specifically articulated from time to time. Any use or solicitation inconsistent with these aims will be excluded.
2. The use or solicitation must advance the education functions of the University or be at a minimum incidental, e.g., necessary and conducive to the educational functions of the University.

*Rule 6.* Are there restrictions that may be placed on facilities use or campus solicitation other than those prescribed in this statement?

The Facilities Use and Campus Solicitation Committee or its designee or any other party or division responsible for oversight of this statement or responsible for giving any permission under this statement may specify such additional rules or considerations as that party in his, her, or its sole discretion deems appropriate under the circumstances. Also, any use or solicitation must be in conformity with any applicable local, state, or federal ordinance, law, or regulation and must be in conformity with any other established and applicable University policy.

*Rule 7.* What procedure is to be followed to obtain permission for use or solicitation when permission is required under this policy?

Unless otherwise provided, an application by letter explaining the nature and character of the proposed use or solicitation shall be submitted as follows:

1. In the case of an enrolled student, faculty member, or staff member, or any other individual, campus organization, partnership, association, or corporation, the application shall be submitted to the Division of Student Life (Department of Student Activities) or the Division of Finance and Administration, as appropriate, depending on the nature of the proposed use or solicitation. The division shall forward each application to the Facilities Use and Campus Solicitation Committee or its designee for consideration and a decision.
2. In the case of an official department of the University or any party furnishing goods or services to the University under contract, the application shall be submitted to the Office of the University General Counsel. The Office of the University General Counsel, in consultation with the Vice President for Student Life, shall determine whether the application warrants consideration by the Facilities Use and Campus Solicitation Committee. As a general rule, the application will not be forwarded to the Facilities Use and Campus Solicitation Committee if the Office of the University General Counsel and the Vice President for Student Life determine that the proposed use or solicitation is to be done or conducted as part of official departmental activities or is within the scope of any contract that the party has with the University.
3. All off-campus requests for facilities usage and solicitations must be submitted to and coordinated by the University Host in the Dutton Avenue Office and Parking Facility, One Bear Place #97101, Waco, TX 76798-7101.

## **II. USES OR SOLICITATIONS IN PARTICULAR AREAS OF CAMPUS**

*Rule 8.* As a general rule, what activities may be undertaken in the residence halls and in the Bill Daniel Student Center without prior written approval?

Currently enrolled students, faculty members, or staff members may solicit, advertise, or sell personal items, e.g., books, bicycles, etc., by placing a 3" x 5" advertisement on any designated bulletin board in the residence halls or in the Bill Daniel Student Center so long as such postings are not repetitive in nature. More than one such posting during any two-week period will be considered repetitive.

*Rule 9.* Will there be any circumstances in which the activities that are described in Rule 8 will require prior written permission?

If the party engaged in the activity is notified that permission is needed by the Facilities Use and Campus Solicitation Committee, the Division of Student Life (Department of Student Activities), or the Division of Finance and Administration, written permission from the Facilities Use and Campus Solicitation Committee or its designee will be required to engage further in the activity.

## **III. USES AND SOLICITATION OF AND IN SPECIAL AREAS**

*Rule 10.* May a person solicit in an academic building?

If granted prior written permission by the Division of Student Life (Department of Student Activities), and, if prior written permission has been obtained from the chair of the involved academic department or dean of the involved

school, a party may solicit in an academic building by placing a notice or advertisement on the designated department or school bulletin boards in accordance with any specific rules that may be prescribed by the chair or dean.

*Rule 11.* May a person solicit in nonacademic buildings located on campus?

If granted prior written permission by the Division of Student Life (Department of Student Activities), and, if prior written permission has been obtained from the administrative head of the involved nonacademic department, a party may solicit in a nonacademic building by placing a notice or advertisement on the designated bulletin boards with-in the department in accordance with any specific rules that may be prescribed by the administrative head.

*Rule 12.* May university sidewalks be used to solicit?

Campus organizations may advertise a service or an event by writing with chalk (95 percent pure levigated whiting) on Baylor sidewalks and streets, if the text of the advertisement has received prior written permission from the Division of Student Life (Department of Student Activities).

#### **IV. CAMPUS REPRESENTATIVES**

*Rule 13.* An enrolled student may be employed by a party as a representative at the University if prior written approval is obtained from the Division of Student Life and the director of Career Services.

#### **V. OFF-CAMPUS SOLICITATIONS, ADVERTISEMENTS, AND SALES BY BAYLOR STUDENTS AND CAMPUS ORGANIZATIONS**

*Rule 14.* If a Baylor student or campus organization wishes to solicit contributions from an off-campus business or an individual not connected with the University, what steps should be taken to do so?

A Baylor student or a campus organization seeking a contribution from an individual or business located off campus must first obtain written approval from each of the following:

1. The Division of Student Life (Department of Student Activities).
2. The Division of University Development (Associate Vice President for Development).

*Rule 15.* What steps should be taken by a Baylor student or campus organization seeking to offer a service or product to an individual or business located off campus?

A Baylor student or campus organization seeking to offer a service or product to an individual or business located off campus must first obtain written approval from each of the following:

1. The Division of Student Life (Department of Student Activities).
2. The Division of University Development (Associate Vice President for Development).

#### **VI. OTHER THINGS YOU NEED TO KNOW**

*Rule 16.* What is the policy of the University with regard to holding events on campus?

In addition to any other rule applicable to the event under this policy, events held on the Baylor campus must comply with any applicable policy established by the Facilities Use and Campus Solicitation Committee or its designee.

*Rule 17.* Where may I obtain copies of the policies established by the Facilities Use and Campus Solicitation Committee?

Copies of the policies established by the Facilities Use and Campus Solicitation Committee may be obtained in the following offices:

University Host - Dutton Avenue Office and Parking Facility

Student Life - Suite 100, McLane Student Life Center

Student Activities - first floor, Bill Daniel Student Center.

*Rule 18.* What are the penalties for violating the solicitation rules?

An enrolled student or campus organization found to have violated this statement is subject to disciplinary action by the Division of Student Life (Department of Student Activities). A faculty or staff member who violates this statement may be subject to reprimand or other appropriate action taken by an appropriate supervisor. A non-University person or entity who violates this statement may be barred from further access to University property.

*Rule 19.* How do I contact the Division of Student Life?

The Division of Student Life is located in Suite 100, McLane Student Life Center; or written correspondence may be directed to One Bear Place #97016, Waco, TX 76798-7016. The Department of Student Activities is located on the first floor of the Bill Daniel Student Center; or written correspondence may be directed to One Bear Place #97074, Waco, TX 76798-7074.

*Rule 20.* How do I contact the Division of Finance and Administration?

The Division of Finance and Administration, Office of the Business Manager is located on the fifth floor of Clifton Robinson Tower; or written correspondence may be directed to One Bear Place #97086, Waco, TX 76798-7086.

*Rule 21.* How do I contact the Division of University Development (Associate Vice President for Development)?

The Division of University Development is located on the eighth floor, Clifton Robinson Tower; or written correspondence may be directed to One Bear Place #97026, Waco, TX 76798-7026.

*Rule 22.* How are the key words in these rules defined?

When used in this policy

1. Campus organization means an organization chartered by the Division of Student Life (Department of Student Activities) or otherwise officially recognized by the University.
2. Event means an activity held in University-owned or leased facilities or an activity primarily involving enrolled students, faculty members, or staff members.
3. Solicit (or any derivative thereof) means to use persuasion or entreaty to promote or sell a product, service, or activity.
4. Facility (or any derivative thereof) means any real property, improvements thereon, or personal property of Baylor University.
5. Use means any occupation of, or activity upon (including solicitation).
6. Campus means all of the facilities of Baylor University.

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