



**BSF-075 SOLICITING**

**PURPOSE**

To identify prohibited and permissible solicitations on University premises, and to outline procedures for the request and approval of permissible solicitations.

**DEFINITIONS**

**Solicitation:** Any approach of one person by another person for the purpose of buying, exchanging or selling goods or services, or distributing literature to cause a person to buy, exchange or sell goods or services, or for the purpose of requesting funds, time membership, goods, services and/or equipment or materials to benefit either the University, its employees, outside organizations, or student organizations; or to sign petitions or collect names/addresses/phones/e-mails or other personal information.

**STATEMENT OF POLICY**

Solicitation on University premises is not permitted unless approved by appropriate authorities identified later in this policy. Specific types of solicitation, for which special approval is required:

1. Solicitation of students by other University students may be done only with the approval of the University authority responsible for the administration of the campus area in which the proposed solicitation will take place. Due regard for the safety, health and welfare of students and the order of all campus operations are among the valid concerns to be exercised when a request for solicitation is made. Questions concerning permissible solicitation of students by other students may be directed to the Vice-President for Student Affairs, or his/her designee.

Division of Student Affairs  
244 Ashe Building  
Coral Gables Campus 33124  
Coral Gables Locator Code 4602  
Phone 305-284-4922

Department of Medical Education  
Rosenstiel Medical Science Bldg. 2167  
Medical School Campus  
Medical Campus Locator Code R-53  
Phone 305-243-6737

2. Solicitation of students by non-students is not permitted without written approval from the Office of Financial Operations or Vice President for Student Affairs, or his/her designee. Blanket approvals may be made for a particular non-University organization or firm where the solicitation is continuing in nature.

Office of Financial Operations  
Gables One Tower Suite 1230  
1320 South Dixie Highway  
Coral Gables, Florida 33146  
Phone: 305-284-5550  
Fax: 305-284-4543

3. Solicitation of students by registered University student organizations requires prior approval by the Vice President for Student Affairs or his/her designee (see below). Excluding Carni Gras and other special University events, solicitations by registered University student organizations are restricted to six in number each semester, with no single solicitation to occur in excess of five continuous calendar days.
4. Solicitation by non-UM vendors (“tabling”) is permitted on the Coral Gables campus in the University Center Breezeway area and adjacent areas provided that payment of rental fees is complete, proof of liability insurance is provided and approved, and final approval is issued by the Vice President for Student Affairs. Said solicitation is subject to compliance with all other solicitation regulations. Reservations must be made and all requirements listed in this section must be completed at least seven days in advance of any solicitation activity through the University Center Reservations office (305-284-4351) under the direction of the University Center Director or his/her designee.
5. Solicitation of faculty and staff members by outside salesmen and vendors seeking to make sales to the University is not permitted, with the limited exception of book publishers wishing to make contacts with faculty members. All contacts with vendors by a department are to be arranged by the Director of University Purchasing. This includes contacts with salesmen, technical representatives, etc. This serves to reduce unwanted solicitation of departments by salespersons. In those instances when a department must deal directly with the vendor due to coordination requirements, technical decisions, etc., this should be coordinated through the Purchasing Department. Departments should contact Purchasing if they desire a particular representative to call upon them. Any questions or problems concerning purchase orders should be directed to Purchasing and not the vendor.
6. Solicitation of faculty and staff members for all other reasons not identified above is not permitted at the employee's work place or during the employee's working time. Solicitation in non-work areas during non-working time is permitted with approval from the Office of Financial Operations.
7. Approval is not needed for employee solicitations dealing with protected concerted activities during the non-working time of employees engaging in such activity and the non-working time of the employees to whom such activity is directed, provided University-related services and operations are not adversely affected by such activity.
8. All other solicitation not mentioned above must have the approval of the Office of Financial Operations.

9. Solicitation and distribution by anyone is strictly prohibited in areas used for patient care, including, but not limited to, all units housing patients, waiting areas for patient services, waiting areas or day rooms used by patients and their families and friends, and all admitting and registration/financial areas.
10. Solicitations and distribution by anyone are strictly prohibited within non-public areas of the Residence Halls.

## **GUIDELINES FOR SOLICITATION**

1. If there is distribution of literature associated with the approved solicitation which results in littering, the solicitation may be halted immediately and a fee charged for cleanup.
2. Solicitation must not interfere with normal University operations or obstruct the flow of pedestrian or vehicular traffic.
3. Any advertising for an approved solicitation is limited to the five calendar days immediately preceding the solicitation.
4. Any approved solicitation which is believed to endanger the safety, health or welfare of members of the University community will be halted immediately.
5. No flyers or advertisements shall be placed on any vehicles.
6. Written approval for the site of a solicitation on a campus must be obtained from the University authority responsible for that space in addition to required approvals listed above. The number of sites available for any given solicitation shall be evaluated on the basis of the scope and nature of the solicitation. The following are the sites generally approved for solicitation on campus:

<b>SITES</b>	<b>AREA AUTHORITY PHONE</b>
Breezeway of the University Center	Director, University Center 284-2805
Front of the University Center	Director, University Center 284-2805
Breezeway of the Merrick Building	Dean, School of Education 284-3711
Patio of the University Center	Director, University Center 284-2805
Lawns between:	
University Center & Library	Director, University Center 284-2805
University Center & Ashe Bldg	Director, University Center 284-2805
University Center & Merrick Bldg	Director, University Center 284-2805
L. C. Building, Merrick Bldg, & Ferre Bldg	Director, University Center 284-2805
Outside of Reading Room under Brockway	
Lecture Hall	Director, Richter Library 284-3551

Both sides of footbridge leading from University Center  
to Housing Area

Director, University Center 284-2805

Public Areas of Residence Halls

Director, Residence Halls 284-4505

Breezeway, Memorial Classroom Bldg.

Registrar (Enrollment Services) 284-5895

Medical School Campus

Asst VP for Facilities and Services 243-2841

7. Non-University solicitors believed to be violating this policy may be reported to UM Police, 284-6666 or Medical Security 243-7233 or 243-6079. Arrests may be made or trespass warrants issued where circumstances seriously endanger the health or safety of University students, employees or customers. UM Police on the Coral Gables campus also enforces this policy to the extent violations of the policy constitute violations of Chapter 21 of the Code of the City of Coral Gables, "Peddlers, Solicitors, and Itinerant Merchants". Non-University persons desiring to solicit on University premises should acquaint themselves with this ordinance, which requires the solicitor to register with the City Manager to avoid prosecution for soliciting without City certification.
8. Each department will appoint an individual to monitor the bulletin boards in their area and remove any unauthorized solicitation from the bulletin boards at the earliest possible time, and will establish a schedule to assure this will be done on a regular basis.

Updated: 01-25-2009 - This policy was previously Policy BSI-060 from UM POLICE, which has been replaced by this new policy, BSF-075.