

**Commercial Solicitation Procedure 7.04(a)**  
**Chapter 7: General Administrative**  
**Responsible Office: Institutional Advancement**

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**Procedure:** All Commercial Solicitation requires at least 5 business days prior written request and approval through the [Commercial Solicitation Request Procedure form \(Appendix A\)](#). Requests submitted less than 5 days prior to the requested solicitation date will be denied. Approved Commercial Solicitation shall be carried out in accordance, as applicable, with the College's Use of College Outdoor Space Policy, Use of College Facilities Policy, Code of Student Conduct, and all federal, state and local laws.

**I. Students**

- a. Any Commercial Solicitation undertaken by a College student or a College student club/organization must obtain advance, written approval from the Vice President of Enrollment Management (who will collaborate with the Vice President of Institutional Advancement and may also collaborate with any appropriate department or program administrators) prior to the student or student club/organization engaging in the Commercial Solicitation. Approval may be granted if the Commercial Solicitation:
  - i. Aids achievement of the educational or cultural objectives of the College;
  - ii. Does not interfere with the operations of the College;
  - iii. Is not prohibited by law, rule or policy;
  - iv. Does not conflict with the terms of other contracts for sales or services already at the College; and
  - v. Does not conflict with similar sales or services offered by the College.
- b. Any approved Commercial Solicitation undertaken by a College student or a College student club/organization must be in compliance with the College's Student Handbook and procedures established by the Office of Student Engagement, and all applicable federal, state and local laws.
- c. College students violating this Policy and/or procedures are subject to disciplinary action under the Code of Student Conduct. College student clubs/organizations violating this Policy and/or procedures are subject to including, but not limited to, revocation of its status as a recognized group, withdrawal of College financial support, or a ban from the College's property.
- d. Inquiries regarding Section 1 should be directed to the Vice President of Enrollment Management.

**II. Employees**

- a. The provisions of Section 2 apply to all College employees.
- b. Any Commercial Solicitation undertaken by a College employee must obtain advance, written approval from the appropriate Vice President and the Vice President of Institutional Advancement or their respective designees. Approval may be granted if the Commercial Solicitation:
  - i. Aids achievement of the educational or cultural objectives of the College;
  - ii. Does not interfere with the operations of the College;

- iii. Is not prohibited by law or rule or policy;
- iv. Does not conflict with the terms of other contracts for sales or services already at the College; and
- v. Does not conflict with similar sales or services offered by the College.
- c. Approved Commercial Solicitation will normally be conducted from an assigned area to be determined in advance by the Office of Development. In addition to receiving advance, written approval, the College employee or volunteer must contact the Office of Development to make arrangements for use of the assigned area.
- d. College employees are also prohibited from engaging in Commercial Solicitation during the employee's Work Time or the Work Time of the employee(s) being solicited.
- e. Any approved Commercial Solicitation undertaken by a College employee must be in compliance with the College's policies and procedures, and all applicable federal, state and local laws.
- f. College employees violating this Policy and/or procedures are subject to disciplinary action in accordance with applicable College policies.
- g. Inquiries regarding Section 2 should be directed to the Director of Human Resources.

### III. **Non-Profit Organizations**

The College recognizes the value of charitable, not-for-profit organizations and encourages College employees and students to be active participants in charitable, not-for-profit organizations that support or contribute to the mission of the College.

- a. With the exception of College sanctioned charitable giving campaigns or activities, any not-for-profit organization that wishes to engage in Commercial Solicitation on College property or through the use of College resources must:
  - i. Be sponsored by a College employee, student, or student club/organization; and
  - ii. Obtain and be provided advance, written approval from the Vice President of Institutional Advancement, who will coordinate with the Office of the President and any other appropriate College department(s). Approval may be granted if the Commercial Solicitation:
    - 1. Aids achievement of the educational or cultural objectives of the College;
    - 2. Does not interfere with the operations of the College;
    - 3. Is not prohibited by law or rule or policy;
    - 4. Does not conflict with the terms of other contracts for sales or services already at the College; and
    - 5. Does not conflict with similar sales or services offered by the College.
- b. Approved Commercial Solicitation will normally be conducted from an assigned area to be determined in advance by the Office of Development. The not-for-profit organization must contact the Office of Development to make arrangements for use of the assigned area.
- c. Inquiries regarding Section 3 should be directed to the Vice President of Institutional Advancement.

**IV. Non-Rhodes State College Individuals and Organizations**

- a. Non-Rhodes State College individuals and organizations may not engage in Commercial Solicitation (including distributing any kind of written or printed materials) on College property or through the use of College resources at any time without advance written approval. Exceptions to the Commercial Solicitation Policy must be pre-approved in writing by the Office of Development, which will coordinate with the Office of the President and other appropriate offices. Approval may be granted if the Commercial Solicitation:
  - i. Aids achievement of the educational or cultural objectives of the College;
  - ii. Does not interfere with the operations of the College;
  - iii. Is not prohibited by law or rule or policy;
  - iv. Does not conflict with the terms of other contracts for sales or services already at the College;
  - v. Does not continue more than two (2) days and is not a frequently requested privilege; and
  - vi. Does not conflict with similar sales or services offered by the College.
- b. The College will not approve Commercial Solicitations by vendors that relate to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the College.
- c. The Commercial Solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the College in compliance with other College policies, provided such contacts are made with the consent of College officials.
- d. Vendors who are approved by the State of Ohio and the College for vending privileges and pre-register with the College's Business Office may be permitted to sell their products at restricted locations on College property for a limited number of days per year, provided they have obtained advance written approval from the Office of Development, which will coordinate with the Office of the President and any other appropriate College department(s) before extending any approvals. Vendors under contract with the College to provide exclusive territory sales at the College (examples: vending machines, book sales), are not required to obtain advance written approval from the Office of Development.
- e. Non-Rhodes State College individuals and organizations violating this Commercial Solicitation Policy who have no affiliation with the College will be escorted from College property, given a warning not to return, and may be subject to further law enforcement or legal action.
- f. Inquiries regarding Section 4 should be directed to the Vice President of Finance/Business.

**Related Policies or Procedures:**

[Commercial Solicitation Policy, 7.04](#);  
[Commercial Solicitation Request Form](#);  
[Use of College Outdoor Space Policy](#);  
[Use of College Facilities Policy](#); and  
[Code of Student Conduct Policy 4.01](#)

## History:

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	4-17-2012	Original issue date
<b>Revised:</b>	3-19-2019	Board of Trustee Revision
<b>Revised:</b>	11-15-2022	Revised to align with updated Policy

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*