

Commercial Solicitation Policy

A. PURPOSE/SCOPE

The purpose of the Commercial Solicitation Policy is to provide an educational and work environment free of disruptions from commercial solicitation. All commercial solicitation requires at least **5 business days** prior written **request** with approval through the Commercial Solicitation Request Procedure form. This Policy applies across the College.

B. DEFINITIONS

Commercial Solicitation - peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests for profit, monetary contribution, or personal economic benefit on College property or through the use of College resources.

Work Time - period of time when employee is engaged in or expected to be engaged in service on behalf of the College.

Non-work Time - period of time when employee is not engaged or expected to be engaged in service on behalf of the College including lunch periods and work breaks.

C. POLICY STATEMENT

Rhodes State College prohibits all unapproved Commercial Solicitation by any individual or organization on College property. All individuals and organizations, including College students and employees, must request permission to conduct Commercial Solicitation on College property or through the use of College resources through the Commercial Solicitation Request Procedure.

D. PROCEDURE

All Commercial Solicitation requires at least **5 business days prior written request and approval through the Commercial Solicitation Request Procedure form (Appendix A)**. 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.

1. 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 Student Affairs (who will collaborate with the Executive Director of Development 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:

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- 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 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 Affairs, 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 Student Affairs.

2. 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 Executive Director of Development 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;
 - 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.

3. 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 Executive Director of Development, who will coordinate with the Office of the President and any other appropriate College department(s). Approval may be granted if the Commercial Solicitation:
 - a) Aids achievement of the educational or cultural objectives of the College;
 - b) Does not interfere with the operations of the College;
 - c) Is not prohibited by law or rule or policy;
 - d) Does not conflict with the terms of other contracts for sales or services already at the College;
 - e) 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 Executive Director of Development.

4. 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 prior, 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;
 - 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 prior 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 prior 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.



Commercial Solicitation Request Procedure (Appendix A)

Reminder: All commercial solicitation requests require at least 5 business days prior written approval through the Commercial Solicitation Request form (Appendix A). Signature by the Rhodes State College Sponsor and corresponding Cabinet Member is required to submit to this form.

- Procedure:**
- Applicant completes **Steps 1 and 2** and forwards this form to the Rhodes State Sponsor.
 - Rhodes State Sponsor completes **Step 3** and forwards to his/her Cabinet Member.
 - Cabinet Member completes **Step 4** and forwards to the Executive Director of Development.

Note: If approval is not granted in Steps 3 or 4, rationale will be provided by the Sponsor or Cabinet Member to the Executive Director of Development who will communicate with the Applicant.

Step 1 - Applicant Information			
I am a: <input type="checkbox"/> Rhodes State Student <input type="checkbox"/> Rhodes State Employee <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other			
Name: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Email: _____		Phone: _____	
Organization Name: _____			
Signature: _____		Date: _____	
By signing, I agree that I have read and will abide by the Rhodes State College Commercial Solicitation Policies.			
Step 2 - Event Information			
Date(s) of Event: _____		Purpose of Visit: _____	
Start Time(s): _____		End Time(s): _____	
Event Name: _____		Expected Attendance: _____	
Detailed Description of Proposed Commercial Solicitation Activity: _____			
_____ (Please attach any additional relevant information for the above-mentioned activity.)			
Step 3 - Rhodes State Sponsor			
Sponsor Name: _____			
Sponsor Signature: _____		Date: _____	
Step 4 - Cabinet Member			
Cabinet Member Name: _____			
Cabinet Member Signature: _____		Date: _____	
Submit to the Development Office, Rhodes State College, 4240 Campus Drive, JJC 175, Lima, OH 45804.			
Questions: Contact Kevin Reeks, Executive Director of Development, at (419) 995-8081 or reeks.k@rhodesstate.edu			
For Development Office Use Only			
Date: _____		Reference Number: _____	
Executive Director of Development Signature: _____			