

120-03 COMMERCIAL SOLICITATION—PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of these procedural guidelines is to establish the manner, method, reason and purpose for governing access to college premises by representatives who wish to sell or promote any product or service.

2. DEFINITIONS

1. A "Solicitor" is any non-College-affiliated entity that would, on the premises of any campus or center, purport to sell or promote any product or service, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.
2. A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products or services are pertinent to the special event's theme.

3. AUTHORIZATION

A solicitor must complete an Activity/Facility Use Form to obtain prior approval for solicitation from the designated official at each campus or center. The Activity/Facility Use Form must be completed at least two weeks in advance. In consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week must be paid at least five (5) days in advance. The solicitor must check in prior to setting up to verify that all paperwork is complete and fee has been paid.

4. REQUIREMENTS

1. A solicitor must comply with all the requirements of these Commercial Solicitation Guidelines and all College Policies and Guidelines.
2. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and is responsible for reporting and paying all necessary city, state and federal taxes.
3. The College's liability policy does not cover this event. Therefore, the solicitor must submit to the designated official a certificate of commercial liability insurance.
4. Each campus or center shall designate general hours of accessibility and locations for solicitation. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

5. All solicitation must take place at tables in designated areas. Standard space may include one or two tables and chairs. Restrictions regarding amplification will apply.
6. All requests for space shall be granted on a first-come, first-served basis only.
7. All payments due for spaces reserved pursuant to these guidelines must be made no less than five days prior to the first date on which the use of College Facilities is scheduled to begin. Reservations for which payment is not received on before the fifth day prior to scheduled use shall be cancelled. Refunds shall be issued only for reservations cancelled at least forty-eight (48) hours prior to the scheduled use.
8. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each campus or center.
9. Solicitors are welcome and encouraged to have posters, flyers and signs posted in approved locations to advertise their visit and merchandise. Nothing but masking tape may be used to affix paper to any surface inside or outside the entire campus or center.
10. For solicitations at one of the Flagstaff locations, parking validation is available at Security. Please call 928-226-4304 on or before the event.
11. A solicitor must provide a list of merchandise and services they intend to provide. By requesting the opportunity for solicitation on the premises of a campus or center, a solicitor warrants that it may lawfully sell or promote its product or service and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing College contract.
12. A campus may waive the fee prescribed in these guidelines for any solicitor's participation in a special event if the College determines that such participation will be of particular educational benefit to the interests of students, such as a club, organization, or College division sponsors the participation and the College's Student Support Services department approves the participation. A campus may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:
 - a. Such product or service presents low risk of harm to a potential user.
 - b. The product or service is not food or food-related.
 - c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

13. Any solicitor who violates these guidelines may be deemed a trespasser on campus or center premises, and therefore subject to appropriate prosecution within the discretion of the College's Security department and other responsible officials at the campus or center. The College assumes no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on the college premises pursuant to these guidelines is approved by any College official.

5. BACKGROUND

1. References: none
2. Revision history: none
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 02/19/2010

COCONINO COMMUNITY COLLEGE