

NUMBER: STAF 3.17  
SECTION: Division of Student Affairs and Academic Support  
SUBJECT: Campus Solicitation  
DATE: June 1, 1992  
REVISED: September 2, 2010  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: Dennis A. Pruitt  
Issued by: Student Life

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## I. Policy

The University of South Carolina has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the University recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the University hereby adopts this solicitation policy for the purpose of establishing reasonable time, place and manner for campus solicitation.

## II. Procedure

### A. Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that may result in sales;
2. Distributing advertising or other materials;
3. Compiling data for surveys, programs, or other purposes;
4. Recruitment of members or support for an organization or cause;
5. Providing educational information sessions (exclusive of formal University of South Carolina academic classes).

### B. Solicitation activities may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the University are prohibited.

- C. An event that places an undue burden on campus facilities, interferes with the use of campus facilities by other persons, disrupts normal operations, infringes on the protected rights of others, and/or has as a principal goal to incite a riot or to disrupt other activities, may be denied the privilege of using University facilities (or grounds) for solicitation.
- D. Distribution of Literature
1. Distribution of literature by University or non-University individuals or organizations is subject to the solicitation policy in order to prevent harassment of students and to maintain the campus environment. The person-to-person distribution of literature by University or non-University individuals or organizations is restricted to the areas available for solicitation and must be registered and reserved in advance through the Department of Student Life (or designee).
  2. The posting of literature by University or non-University individuals or organizations is restricted to appropriate reserved areas of bulletin boards in University buildings or on the Carolina Information Boards located at various outdoor points around the campus. Some bulletin board space is designated for University activities only (see University Policy STAF 3.11 Posting Promotional Material, Including Banners, <http://www.sc.edu/policies/staf311.pdf>).
  3. The posting or attachment of flyers, posters, advertisements, or announcements of any type on the external/internal sides of buildings, trees, sidewalks, light posts, parked cars, or other similar structures is prohibited.
- E. Direct Mail Solicitation
1. The University of South Carolina postal office is responsible for providing services for USC faculty, staff, and students for official University business only. Mail determined to be of personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The only exception to this policy is mail service to on-campus resident students whose mail is delivered via assigned university post office box.
  2. University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official University business. No USC mailing list will be available for use other than for official University of South Carolina business. Student organizations may be contacted through the office of student organizations.
- F. Approval to solicit on the University of South Carolina campus shall not be granted in an arbitrary or capricious manner on the basis of the content of the proposed speech related

activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy.

#### G. Eligibility

1. University Organizations and Departments - Registered student organizations, academic units, or University departments may solicit in designated areas and under prescribed conditions as listed under Guidelines and Procedures later in this section.
2. Non-University Organizations and Individuals - Any non-University organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered student organization, academic unit, or University department.
3. Employee Solicitation - Employees of the University may not solicit for non-University sponsored activities during working time regardless of whether they are in their work area or not. (see University Policy HR 1.48 Solicitation and Distribution, <http://www.sc.edu/policies/hr148.pdf> ).
4. Solicitors and Tradesmen - Solicitors and tradesmen, including students, faculty, or other University personnel are prohibited from entering the grounds or buildings of the University of South Carolina for the purpose of transacting business with students, faculty, or other University personnel, unless they have been issued a letter of permit for this purpose by the Office for the Vice President for Student Affairs (or designee). Guidelines and procedures for buildings, grounds, and residence halls are distributed to solicitors upon registration and permit approval.

#### H. Guidelines

1. University Organizations and Departments
  - a. The organization or department must complete a USC Facility Reservation and Event Registration Form to the Russell House University Union event services coordinator.
  - b. Outside speakers and/or performers being sponsored on campus must be approved in advance by the associate vice president for student life and development (or designee). Sufficient biographical information to identify the proposed speaker, including the address, email address and telephone number of the speaker or that of the agency representing the speaker shall be provided. This information is placed in open public records and maybe posted at the reservation location.

- c. The Associate Vice President for Student Life and Development (or designee) must approve student fundraising activities. (See University Policy STAF 3.22 Fund Raising by Student Organizations for specific information, <http://www.sc.edu/policies/staf322.pdf> )
  - d. Lotteries, raffles, and games of chance must be in accordance with South Carolina state law.
2. Designated Areas - Solicitation activities are permitted in the following designated areas. A solicitation fee of \$29.00 will be assessed when activities are deemed solicitation as described in this policy. (Note: Any use of space not normally designated for use by student organizations and University departments must be requested in writing to the Associate Vice President for Student Life and Development at least two weeks prior to the event.)
- a. Specific areas of the Russell House University Union (including the front and back patios, Davis field, Ballroom, meeting rooms, and main lobby).  
Special stipulations:
    - i. User fees will be assessed under certain conditions to University departments and academic units for usage of Russell House facilities and equipment in accordance with the University's approved Consolidated List of Service Charges:  
[http://busfinance.admin.sc.edu/budget/doc\\_11/FY11Services.pdf](http://busfinance.admin.sc.edu/budget/doc_11/FY11Services.pdf).  
User fees will not be assessed to registered student organizations. (Note: User fees should not be confused with fees for services such as costs for technical services, security, or other labor costs or the solicitation fee.)
    - ii. Equipment - Organizations must use Russell House equipment (tables, chairs, etc.).
    - iii. Space Limitation - Each display area will normally be limited to four (4) tables.
    - iv. Display Material(s) - In the interest of maintaining an environment that is consistent with the mission of the RHUU and the University, the RHUU staff reserves the right to determine appropriate location and manner of all display materials including goods, posters, banners, backdrops, etc. All display materials must be maintained in the designated display area.
    - v. Campus-Wide Events - No solicitation fees will be assessed to non-University organizations or individuals who are invited to participate in a campus-wide event and provide services that are

integral to the mission or specific function of a University department (e.g., Career Fair sponsored by the USC Career Center). Display and table regulations may be waived for such campus-wide events. Requests for exceptions should be submitted in writing with the Facility Reservation and Event Registration form two weeks prior to the event. User fees may still apply.

- b. Greene Street (between the gates ONLY and at specified times)
  - c. Pickens Street Bridge (student organizations only)
  - d. Designated areas of the Coliseum walkway (student organizations only)
  - e. Designated areas of academic building lobbies upon the approval of the appropriate academic dean and the Associate Vice President for Student Life (or designee)
  - f. Other designated locations upon the approval of the Associate Vice President for Student Life (or designee)
  - g. Other specifically designated areas formally contracted through the University for the purpose of advertising goods and services to the Carolina community.
  - h. Residence Halls - Solicitation is prohibited in the residence halls. Newspaper subscriptions may be delivered by resident students or district managers after they have proper authorization from the Director for Residence Life. All other deliveries must be made to the lobby desk located in the lobby of each residence hall. Use of lobby tables for soliciting funds is prohibited for external vendors or organizations other than hall governments. Use of lobby tables is permitted for campus organizations and University offices only after permission has been received through the residence hall government president, the residence hall director/residence life coordinator, and the assistant director or associate director for residence life. External vendors may not advertise, distribute or leave coupons in the residence halls except in approved locations.
3. Exceptions to the above policies may be approved by the Director of the Russell House University Union provided that exceptions shall not be in conflict with the general policy on solicitation and sales.
4. Upon approval, all solicitation and related activities shall be confined to the designated display space only; passers-by are not to be harassed or harangued.

5. Non-University Organizations and Individuals
  - a. Non-University organizations or individuals must be sponsored by a University student organization, University Department, or academic unit. The reservation/registration procedure must be properly completed by the appropriate registered student organization, academic unit, or University department prior to the non-University group setting up on campus.
  - b. Sponsored non-University groups are limited to use of designated RHUU facilities for the purpose of solicitation. Use of spaces by non-University organizations or individuals other than the RHUU designated spaces is generally prohibited unless extenuating circumstances exist.
  - c. Upon obtaining sponsorship, all other applicable guidelines must be adhered to as outlined in the this policy. Questions regarding sponsorship should be directed to the Office of the Associate Vice President for Student Life and Development.
  - d. The sponsoring University organization shall be responsible for ensuring that the non-University group is informed and in compliance with University policies and guidelines at all times during the registered event.
  - e. The following additional guidelines for non-University organizations and individuals must be adhered to:
    - i. A member or designee from the sponsoring student organization, academic unit or University department must be present at the solicitation location at all times.
    - ii. Use of facilities by non-University organizations or individuals for the purpose of solicitation is limited to no more than 5 (five) days per academic semester. Multiple sponsors do not allow for additional reservations.
    - iii. All advertising or "giveaways" must be in compliance with University policies.
    - iv. No food, beverage, alcohol or illegal items may be sold.
    - v. The appropriate business license and sales tax remission form (if applicable) must be provided upon request; registration with the Better Business Bureau may be required.
  - f. Non-University entities that are major sponsors of University-wide programs or services (such as Freshman Orientation), and non-University

entities that provide services that are integral to an on-going University-wide function of a specific University department (such as Employment Recruiters registered with the USC Career Center) may be exempt from the sponsor attendant and the five (5) day time limitation as listed above. Exceptions must be requested in advance in writing and shall be subject to the approval of the Associate Vice President for Student Life and Development (or designee).

III. Related Policies:

See also: STAF 4.03 University Housing Policies and Regulations (specifically section Z, "Solicitation in the Residence Halls")

III. Reason for Revision

Added solicitation fee; all other content reviewed and revised for accuracy.