

**TITLE: SOLICITATION ON CAMPUS**

**PROCEDURES FOR POLICY: 4-12**

**REVISED DATE: 05/06/2024**

I. Purpose:

To provide guidelines for external individuals and/or organizations who seek to use college facilities for the purpose of soliciting, providing information, distributing promotional materials, performing community service, or otherwise making person-to-person contact with the college community. *The procedures for implementation of this policy are provided below.*

II. Procedure and/or Process Definitions:

External individuals: individuals who are not students, staff, or faculty of the college.

External organizations: community or cultural groups, not-for-profit organizations, state and local government agencies, corporate and commercial organizations, and professional organizations.

Internal groups: recognized student groups, employees, committees, or departments of the college.

Solicitation:

- selling or promoting products, goods or services;
- use of staff and faculty directories for the purpose of selling/promoting goods and/or services;
- conducting membership drives; or
- seeking opinions, votes or pledges, including the distribution of printed materials

III. Procedures:

A. Commercial solicitation

1. Except as discussed in section III.A., the college does not permit on-campus commercial solicitation by representatives of for-profit businesses. Commercial organizations seeking to engage in activities other than selling or marketing may be granted access to the college facilities under certain circumstances. Commercial organizations which have a contractual or business relationship with Reynolds or the Commonwealth of Virginia to offer

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a product or service (e.g., an approved provider under the faculty optional retirement plan), may be permitted access to campus.

2. Requests will be submitted to the director of facilities management and planning at (804)523-5790 and approved by the vice president of finance and administration.
3. Fundraising activities by recognized students groups must be approved by the Office of Student Life.

**B. External individuals, non-profit organizations, and community service activities**

1. The college may permit external individuals or non-profit organizations or groups to use college facilities for seeking opinions, votes or pledges, including the distribution of printed materials. Permission will generally be granted provided the activity does not interfere with the conduct of college business. Permission will not be granted to use Reynolds facilities for the purpose of soliciting funds.
2. Any literature or materials should be handed out without obligation or requiring further discussions. Attempting to force someone to accept an item or engage in conversation against their will is not acceptable.
3. Requests will be submitted to the director of facilities management at (804)523-5790 and planning and approved by the vice president of finance and administration.

**C. Facilities**

1. The college has very limited space that is suitable for use by outside organizations under the provisions of this policy. Solicitors must operate from the table or in the designated area provided, and they are not permitted to move about college buildings or parking lots. This includes placing flyers on vehicles.
2. Violators will be asked to leave the premises, and they may be denied future access to Reynolds facilities.

**D. Displays and literature**

1. The placement of displays, literature racks, flyers, promotional material, etc., by external individuals and/or organizations, or recognized student groups which may be of interest to students requires the approval of the Office of Student Life.

2. Any external individual or organization, or recognized student group must present the request to the Office of Student Life with a copy of the flyer or information for review. The Office of Student Life will review the information. If approved, the Office of Student Life will stamp the flyer for distribution for a designated period.
3. Businesses offering discounts or other benefits to college employees will provide the information to the Office of Human Resources for consideration of distribution.
4. Unauthorized materials may be removed and discarded without notice.

**E. Designated Posting Areas**

1. Designated posting areas include bulletin boards and restroom facilities. Any external or internal stakeholder must submit their flyer (no larger than 8.5" x 11") for approval to the Office of Student Life via email or in-person. If approved, the Office of Student Life will stamp the flyer for distribution.
2. Special requests to post anything larger than 8.5" x 11" or post anything not located in the designated posting areas (i.e., entry doors) can be made. The request should include the content, display size, posting location, and duration of the posting, to ensure there are no facilities or safety concerns.
  - a. Special request made by recognized student groups shall be directed to the Office of Student Life.
  - b. Special requests made by any external or internal department shall be directed to Event Services.

**IV. Other Information: N/A**