



25130.02

Meeting and Conference Services Manager

STUDENT UNION SOLICITATION POLICY AND PROCEDURE

A. Policy:

Any group or agency seeking the right to solicit in the Oklahoma State University Student Union and adjacent outdoor spaces must seek prior approval.

Solicitation is defined as advertising, order-taking, sales, donations, proselytizing, campaigning (political or other) and collection and distribution of literature.

OSU Student Union is defined as an area within or adjacent to the Student Union for which the Director of the Student Union has responsibility for scheduling. Areas include the Student Union Building, Student Union North Plaza and Amphitheatre, Student Union Parking Garage, Formal Gardens, Engineering South Lawn, Civil Engineering South Lawn, Classroom Building Lawn, International Mall, Noble Research Center Lawn, Old Central Lawn, Gundersen Lawn, Seretean Lawn, Life Sciences East Lawn, Willard Lawn, Theta Pond, Bartlett Lawn, Thatcher Lawn, and the Southeast Plaza of the Student Union across from the Alumni Center.

Permission to solicit within the Student Union and adjacent outdoor spaces will be limited to recognized campus organizations, university departments and governmental or educational agencies. Any of the above agencies of the University can sponsor groups to solicit within the Student Union and adjacent outdoor spaces with the approval of the Meeting and Conference Services Manager or Director of the Student Union.

Sponsoring organizations/departments understand and agree to assume all responsibility for non-OSU group activity to include policy compliance, event charges and damages. A contact person for the sponsoring and sponsored organization must be designated. Sponsoring department along with representation of the sponsored group must have a presence during solicitation.

Solicitation by all groups is limited to designated and approved areas and requires a solicitation permit by Student Union Meeting Conference Services. Co-sponsorship is only allowed by University departments and recognized campus organizations. Sponsored groups will be required to purchase a solicitation permit and complete a co-sponsorship form. This permit is issued on a semester basis at a charge of \$250.00 per sponsored group. Permits are non-transferable and expire the last week of each semester. Non-university and non-university sponsored groups will be assessed a base table fee of \$450.00 per day for space. This permit authorizes the group to solicit in designated areas only. Spaces inside the Student Union building are defined specifically as the basement lounge and areas on the second floor to include the lounge area at the top of the University Store entrance (also referred to as the Blue Key lounge) and the area adjacent to the Center for Ethical Leadership. Outside spaces include the lower plaza area by the Chi-O-Clock, Classroom Building, Greek Walk, International Mall, West Classroom Building Plaza, and North/Middle/South Library Lawn Sidewalks. Student groups and University departments will be given priority for all spaces scheduled by the Student Union.

The scheduling of all space is the decision of the Meeting and Conference Services manager. Space will be assigned on a first-come, first-served basis and is subject to availability due to other campus special events (Camp Cowboy, orientation, etc.) and peak periods (textbook rush, enrollment sessions, etc.) within the Student Union building and adjacent outdoor spaces. The Student Union reserves the right to relocate or cancel reservations in instances where University business takes precedent or a safety hazard is present.

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B. Usage:

1. The solicitor agrees to be respectful of and not intrude upon the rights of others during the course of solicitation.
2. Student organizations or University agencies soliciting goods, services and programs, which are directly related to the functions and purposes of the group, will not be charged. However, when a group or agency is serving as a representative of a business, outside agency or commercial enterprise external to the University, the normal rental structure will apply. Also, the nature of the business of the commercial enterprise sponsoring the student organization or university agency must be consistent with the mission of the Student Union, and shall not in any way duplicate, conflict or compete with any established business operating within the Student Union whether the business be university owned and operated or privately owned and operated.
3. Any university recognized department or registered student organization that reserve Student Union spaces for the purpose of allowing non-University groups and or vendors access to advertise, hold meetings and/or events, engage in commercial, political and fundraising solicitation without the expressed understanding and permission of the Student Union Meeting and Conference Service office is participating in "fronting," which is prohibited by University policy.
4. Solicitors may not give away anything that serves as a special incentive or inducement for making a transaction.
5. Outside solicitation cannot comprise more than 20% of the available solicitation tables at any given time without permission from the Student Union Director.
6. A sign must be posted with the organization and/or vendors and/or co-sponsoring group name.
7. Sound amplification will not be allowed inside the Student Union without approval of the Student Union Director or his/her designee. Groups scheduling spaces outside will be allowed to use sound amplification but will be limited to time of day and must be at or below the 70 decibel level. The Student Union reserves the right to shut down amplified noise should it become disruptive to conducting normal activity on campus and or create a safety risk.
8. Tables used inside of the Student Union are limited to one 6-foot x 30-inch table and two chairs behind the table. The assigned floor space will be limited to an area of 6-foot x 10-foot. All solicitation must occur from behind the table. Inside use of posters and/or other related informational material must be confined to the solicitation area. No structures can be built on the solicitation site and/or table top. Adhering and attaching materials to University facilities, infrastructure or equipment is prohibited unless approved by the Student Union Director or his/her designee.
9. Tables being used outside will be limited to one 6-foot x 30-inch table and two chairs behind the table. The assigned floor space will be limited to an area 6-foot x 10-foot. Outside groups granted a solicitation permit will be allowed to solicit out from behind the table but must not block egress. No structures can be built on the solicitation site and/or table top. Adhering and attaching materials to University facilities, infrastructure or equipment is prohibited unless approved by the Student Union Director or his/her designee.
10. All solicitation cannot block building entrances or the natural egress of traffic flow in and around the building.
11. Solicitation is not allowed within the Student Union and adjacent outdoor spaces on home football game days.

12. Groups must comply with all University policies, State and Federal laws and local ordinances.
13. The solicitor agrees to abide by the rules and regulations of Oklahoma State University and the Student Union.

C. Failure to Comply:

The solicitation permit may be denied or revoked for justifiable reasons to include but not limited to the following:

1. Failure to comply with regulations outlined,
2. Faulty merchandise,
3. Goods and services already offered at retail outlets, food outlets or service centers are prohibited from being solicited or given away,
4. Unsanitary or unsafe conditions,
5. Misrepresentation of goods or services offered,
6. Falsification of information on the application for a permit,
7. Solicitation interferes with the educational mission of OSU, and/or
8. Solicitation impedes normal traffic flow within, to or from the Student Union.

D. In addition to revoking the solicitation permit, the solicitor may not be permitted to conduct future solicitation within the Student Union and adjacent outdoor spaces for a specified time.

E. Solicitation applications and permits can be picked up at the Meeting and Conference Services office located in 179 Student Union.

F. Procedure:

1. Reservations are made on a first-come, first-served basis.
2. All agencies, departments and organization shall apply for permits and approval at the Meeting and Conference Services office located in 179 Student Union.
3. The OSU Student Union assumes no responsibility for personal or organizational items lost, stolen or damaged.
4. Failure to comply with policies will result in possible cancellation of space use and future loss of privilege.

APPROVED:

E. Mitchell Kilcrease, Student Union Director

Date

Updated - April 2, 2002
October 9, 2012
October 2013
February 2014

April 23, 2014
April 1, 2015
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