

NOTICE OF EMERGENCY REGULATION

Date: September 4, 2008

REGULATION TITLE:
Solicitation on Campus

REGULATION NO:
6C7-4.010

SPECIFIC REASONS FOR FINDING AN IMMEDIATE DANGER TO THE PUBLIC HEALTH, SAFETY OR WELFARE: The University of Central Florida Board of Trustees is authorized to establish regulations governing its property, including regulating solicitation on campus. The University of Central Florida Board of Trustees must exercise its authority immediately to adopt specific provisions regarding solicitation on campus.

REASONS FOR CONCLUDING THAT THE PROCEDURE USED IS FAIR UNDER THE CIRCUMSTANCES: For the safety and security of attendees at special events on campus this fall, including home football games, the university finds it necessary to iterate certain guidelines with respect to the authorization of sales on campus. Due to the imminence of large on-campus events, with attendant crowds, the university must adopt this regulation on an emergency basis. The emergency regulation will be noticed through the University of Central Florida's Regulations website. Further, a non-emergency regulation will be noticed on the University of Central Florida's Regulations website.

SUMMARY OF THE REGULATION:

To establish minimum guidelines regulating solicitation on campus.

THE PERSON TO BE CONTACTED REGARDING THE EMERGENCY REGULATION:

Regulations Administrator
4000 Central Florida Blvd.
Millican Hall, Suite 360
Orlando, FL 32816-0015
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FULL TEXT OF THE PROPOSED REGULATION

Substantial rewording of Regulation 6C7-4.010 follows.

6C7-4.010 Solicitation on Campus.

(1) This regulation applies to all university departments, faculty, staff, students, and student organizations, as well as to all vendors and visitors to campus.

(2) For purposes of this regulation, “campus” shall be defined to include all properties and facilities under the guidance, supervision, regulation, or control of the University of Central Florida or any of its direct support organizations, and all fraternity and sorority houses on the main campus.

(3) Solicitation is defined to be any act or event conducted for the purpose of financial or commercial gain to the vendor, individual(s) or organization(s). For purposes of this regulation, solicitation includes:

(a) the sale, lease, rental or offer for sale, lease, rental, or distribution of any property, product, merchandise, publication or service, whether for immediate or future delivery; or

(b) the distribution or display of printed material, merchandise, or products that is designed to publicize, advertise, encourage the purchase, use, or rental of any property, product, merchandise, publication or service.

(4) Solicitors are prohibited from entering campus grounds or buildings for the purpose of conducting solicitation activity with students, faculty, staff or visitors without prior approval.

(5) All approved solicitation must be appropriate for the university community, benefit the students, faculty, and staff, and be conducted in a manner that will not:

(a) obstruct vehicular, bicycle, pedestrian, or other traffic;

(b) obstruct entrances or exits to buildings or driveways, or impede entry to or exit from any building or parking lot or vehicular path;

(c) interfere with educational or administrative activities inside or outside any building;

(d) violate a law, rule, regulation, or ordinance;

(e) interfere with scheduled university ceremonies or events;

(f) interfere with or disrupt normal university operations;

(g) damage property, including grass, shrubs, trees, or other landscaping;

(h) harass, embarrass, or intimidate the person or persons being solicited;

(i) violate an existing university obligation, commitment, contract or agreement.

(6) Solicitors wishing to engage in solicitation activity at the University of Central Florida must contact and obtain approval through UCF Business Services. Approved solicitors will be issued solicitation credentials that must be provided upon request by a law enforcement or university official, and must be displayed prominently during the solicitation.

(7) Solicitation procedures:

(a) Vendors must obtain prior approval and solicitation credentials from UCF Business Services for solicitation. A vendor credential processing fee may be assessed.

(b) Food vendors will be referred to the university's concessionaire, Boston Culinary Group, for contractual and administrative oversight. Priority will be given to existing on-site merchants.

(c) Vendors must adhere to the requirements established by UCF for the safety of the event and any rules as may be mandated by UCF's Department of Environmental Health and Safety and/or University Police.

(d) UCF is not responsible for any loss, theft, or damage to vendors' equipment or goods. Vendors are responsible for the security of their property.

(e) Those violating this policy will be instructed to cease and desist immediately and may be asked to leave the property. Additionally, a no-trespass warning by the UCF police may be issued.

(f) Failure of officially registered, active student organizations to comply with this solicitation policy and procedure may result in student disciplinary action taken against such

organizations, including the loss of the privilege to engage in solicitation on UCF property, the loss of the privilege to register as a student organization, as well as other disciplinary action.

(g) By requesting the opportunity for solicitation on the premises, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest.

(8) Printed Materials Distribution and Posting

(a) A solicitor must obtain prior approval for solicitation from UCF Business Services for printed material distribution and posting in campus common areas. Refer also to the university's signage policy.

(b) Posting or otherwise affixing information/items on UCF buildings or property other than bulletin boards is prohibited. Those wishing to post academic-related material on a bulletin board must gain approval from the building coordinator. As a general rule the building coordinator allows items from 1) faculty for their own classes, 2) SGA, or 3) Administration (EHS/Safety/Police). Solicitation (non-academic) requests must be approved by the Director of Business Services.

(c) Posting or otherwise affixing printed material or other items on vehicles parked in UCF parking facilities is prohibited.

(9) Exceptions

(a) Student Union Market Day. This policy does not apply to activities at the Student Union on Market Day as long as the activities do not violate an existing university contract or agreement. The Director of the Student Union or designee in accordance with Student Union policy regulates activities in the Student Union grounds.

(b) Football Game Day. This policy applies during on-campus football games; except in the area designated as the “Gold Zone” by UCF Athletics Association (“UCFAA”) as long as the activities do not violate an existing university contract or agreement. The UCFAA and their designee(s) regulate activities within the Gold Zone. SGA student activities may be conducted on Memory Mall as long as these activities do not violate an existing university contract, agreement, or this regulation.

(c) Registered student organizations who have written permission from the Director of the Student Union and/or the appropriate building coordinator to conduct a solicitation to benefit only the student organization have exception from this policy, as long as the activities do not violate an existing university contract or agreement. No person or entity outside of the student organization shall participate in the solicitation or receive any financial or other benefit or thing of value from the solicitation. Examples of such solicitations include but are not limited to bake sales and similar fundraising activities, distribution of literature, speakers, giveaway promotions, or signing of petitions.

~~——(1) Off-campus profit-making businesses and interests will not be permitted to post materials or make handouts on campus except as provided below.~~

~~——(2) Permissible. Advertising, promotional, or informational materials designed for position or display inside and outside University Buildings are restricted to official bulletin boards or areas approved in advance by the Building Manager based upon the relationship of the materials to the University’s mission.~~

~~——(3) All signs, posters, etc. must receive approval by official stamp of the Director of the Student Union prior to display.~~

~~(4) Solicitors and tradesmen, including students, faculty and other University personnel, are prohibited from conducting business transactions with individuals or organizations on campus unless a permit has been issued. Permits to conduct such business with students and student organizations may be issued by the Director of Student Union, and Recreation and Wellness Center for all others by the Director of Business Services based upon a determination of the relative benefit to students.~~

Authority: BOG Resolution dated January 7, 2003. History—New 10-8-75, Amended 10-30-78, Formerly 6C7-4.10, Amended 4-27-03, 9-4-08.