
CAMPUS SOLICITATION

Southwestern Oregon Community College recognizes the right of its students to familiarize themselves with divergent points of view and to associate with whomever they choose. The College further recognizes the right of members of the public to enter the campus of any Southwestern Oregon Community College campus, and while there, to engage in lawful and peaceful activities. It is the belief of the administration of the College that encouragement of these rights will lead to a broader, richer education for its students; therefore, solicitation on any Southwestern Oregon Community College campus is at the sole discretion of the College.

Questions, authorization or problems with respect to campus solicitation will be directed to either the Facilities Use Group (FUG), Dean of Students, or Vice President of Administrative Services. The College reserves the right to refuse a vendor's request to solicit on a College campus.

1. Per APP 10015, College facilities will not be available for personal or enterprise gain. The College does recognize that educational and cultural activities may include related solicitation activities and vendors. Commercial and charitable solicitation and commercial transactions are prohibited on any Southwestern Oregon Community College campus except with written application by the vendor/solicitor and receipt of approval by the Vice President of Administrative Services or designated representative. The Vice President of Administrative Services has designated FUG or the Dean of Students as the official designee to carry out the provisions of this rule.
2. Solicitation on Southwestern Oregon Community College Coos Bay campus will be conducted in the lobby area of Empire Hall only or an approved designated area; solicitation at the Brookings campus, will be at the commons area.
3. Vendors will be referred to the facilities scheduler in the Office of Facility Services to schedule. Scheduling will require the vendor to sign and return a Facility Use Contract with payment due seven (7) business days prior to the scheduled event.
4. Reservations to vendors will be on a space available basis only.
5. Any SWOCC class or activity that needs to be scheduled will take precedence over vendor reservations.
6. A Vendor Solicitation Fee of \$25.00 every 4 hours (up to an eight hour timeframe) will be charged. Additional hours after the first eight hours will be charged \$25.00 per hour; for example., fees for a nine hour timeframe would be \$75.00.
7. Commercial solicitations and for-profit commercial transactions may not be requested more than two (2) days per term and shall not be a frequently requested privilege. In the case of charitable solicitations and not-for-profit charitable transactions which occur on a continuing or repeated basis, permission must be re-obtained at the beginning of each academic term. Space not to exceed a standard size table provided by the College.
8. To receive a Vendor Solicitation Fee refund, cancellations must be received at least 24 hours before the date of the function.

9. Nothing in this procedure shall affect commercial solicitations and commercial transactions by vendors providing sales and services to offices, employees or agents of Southwestern Oregon Community College for the conduct of College business.

10. Nothing in this procedure shall affect the solicitation and transactions by the Associated Student Government, Student Clubs, Student Activities, Athletics or other campus sponsored fund raising activities.

Adopted by SOCC Administration

Procedure # April 22, 1996

Revised June 3, 2015 (Formerly Admin. Policy 5.032)

**Southwestern Oregon Community College
Campus Solicitation Application**

Section I. - Information:

Company/Group Name: _____ Date: _____

Contact Name: _____

Address: _____

Phone: _____ Email _____

Purpose of visit to campus: _____

Type of activity to be engaged in: _____

Date and duration of visit: _____

Sponsoring campus group or department: _____

Any substantiating information relevant to request: _____

Section II. - Consideration of proposed activity:

- a. Aids in achievement of the educational or cultural objectives of the campus.
- b. Does not interfere with the operations of the campus.
- c. Is not prohibited by law or rule.
- d. In the case of commercial solicitations and for-profit commercial transactions, vendor pays the associated facility use fee or the Vendor Solicitation Fee outlined in APP 5029.
- e. Does not conflict with terms of other contracts for sales or services already at the College.

- f. Commercial solicitations and for-profit commercial transactions may not be requested more than two (2) days per term and shall not be a frequently requested privilege. In the case of charitable solicitations and not-for-profit charitable transactions which occur on a continuing or repeated basis, permission must be re-obtained at the beginning of each academic term. Space not to exceed a standard size table provided by the College.
- g. Does not conflict with similar sales or services offered by departments of the College.

Section III. - Other terms and conditions:

- a. Vendors granted permission would be referred to the Office of Facility Services to schedule the reservation. Scheduling will require the vendor to sign and return a "Facility Use Contract". Request for space must be received two weeks prior to the date of arrival.
- b. In most instances the vendor will be required to submit a room reservation deposit. To receive a Vendor Solicitation Fee refund, cancellations must be received at least 24 hours before the date of the function.

Section IV. – Application status _____ **Approved** _____ **Denied**

Administrator: _____

Notes: _____

