

## Southwestern Oregon Community College

### AP 3910 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), Vice President of Administrative Services or designee. The College reserves the right to refuse a vendor's request to solicit on a College campus.

1. Per AP 6700, 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 other designee 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. Reservations to vendors will be on a space available basis only.
4. Solicitation can't interfere with the operations of the campus or conflict with terms of other contracts for services already at the College. Any SWOCC class or activity that needs to be scheduled will take precedence over vendor reservations.
5. 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. A vendor solicitation fee may apply with payment due seven (7) business days prior to the scheduled event.
6. To receive a Vendor Solicitation Fee refund, cancellations must be received at least 24 hours before the date of the function.
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. 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.
9. 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 SWOCC Administration  
Procedure # April 22, 1996  
Revised June 3, 2015 (Formerly Admin. Policy 5.032)  
Reviewed: February 5, 2020  
Revised: April 12, 2023 (Formerly APP 5029)

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*