

SALISBURY UNIVERSITY
SALES, SOLICITATION AND POSTING POLICY

I. POLICY STATEMENT

This Salisbury University (“University”) Sales, Solicitation and Posting policy (“Policy”) provides guidance and establishes conditions under which on-campus users (“Campus-Based Users”), Registered Student Organizations (“RSO”), and external users not affiliated with Salisbury University (“External Users”), may promote events, services and goods, the sale of merchandise, and place postings at the University.

This Policy addresses and regulates Sales, Solicitations and Postings in all University Facilities, on University property and within the University community. The Policy applies to divisions, colleges, departments, operating units, faculty, staff, RSOs, students, External Users, and unapproved individuals or entities.

II. PURPOSE

This Policy is adopted to establish the requirements and procedures for conducting sales, solicitations or postings on university property and to assure that all sales, solicitations and postings are in accordance with the University’s mission, including its goals of inclusion and belonging, as well as the University’s freedom of expression policies. This Policy ensures that sales, solicitations or postings comply with state and federal laws and regulations, as well as University System of Maryland (“USM”) policies.

III. DEFINITIONS

- A. **Campus-Based User.** All University divisions, colleges, departments, operating units, faculty, staff, students and RSOs that have authorization to request use of Facilities for University business, events or activities that relate to their mission, or other University-sponsored events and activities.
- B. **Center for Student Involvement and Leadership (“CSIL”).** CSIL reviews and approves requests by RSOs for use of University facility space, as well as requests for sales, solicitation and posting. This includes for example, fundraising projects for the benefit of an RSO. CSIL is also responsible for approval of contracts for sales by vendors on University property for CSIL and RSO events.
- C. **External User.** An individual, group of individuals, organization, association, or business that is not affiliated with the University.

- D. **Guerrieri Student Union Office (“GSU”).** GSU receives, reviews and approves all requests from Campus-Based Users, RSOs, and External Users for postings in the GSU.
- E. **Conference Services Office (“Conference Services”).** Conference Services is the point of contact for scheduling use of University Facilities for events and activities requested by Campus-Based Users and External Users. Conference Services and the GSU Manager generate contractual agreements for the use of Facilities by External Users and coordinates all such contracted services.
- F. **Facility or Facilities.** All buildings, land and property owned, leased, operated, or controlled by the University. A user of a University Facility or Facilities will be classified as a Campus-Based User, RSO or External User.
- G. **Sales.** Sales means offering products or services in exchange for money, goods or other services. This includes raffles and other games of chance that are offered by purchase of a ticket or for a fee.
- H. **Solicitation or Posting.** Solicitation and/or posting includes, but is not limited to (i) distributing or promoting any materials through advertising; or (ii) passing out literature, including post cards; or (iii) affixing flyers, posters or literature on bulletin boards, kiosks, display cases; or (iv) requesting donations or a contribution of money, goods, or services from individuals or groups; or (v) requesting donations or a contribution of money for an individual or group benefit without the exchange of goods or services.

IV. POLICY

- A. A facility space reservation is required for all Sales and/or Solicitations on University property and in all University Facilities (see [Facilities Use Policy](#)). See also, Section V.A, herein for procedures to request use of facilities.
- B. Sales and Solicitations are only permitted with Conference Services, CSIL, or other approval as determined by the University, and only in designated spaces. Designated spaces are generally located in high foot-traffic areas. RSOs and Campus-Based Users have priority for available space.
- C. Postings are only permitted with Conference Services, CSIL, GSU or other approval as determined by the University, and only in designated spaces. Designated spaces include kiosks, public bulletin boards and display cases. RSOs and Campus-Based Users have priority for available space.
- D. The University has the sole discretion to limit the time, place, size and manner of Sales, Solicitations and Postings.

- E. Sales, Solicitations and/or Postings are prohibited when the University determines that they interfere with the normal conduct of University business or occur without the required approval from Conference Services, CSIL, GSU, or other appropriate office or department, as may be determined by the University.
- F. All Sales and Solicitations held on University property or in University Facilities must comply with federal, state, and local laws, as well as USM and University policies. The University reserves the right to discontinue any Sales or Solicitations that are in violation of USM or University policy, or state or federal law, including any activity that the University determines is discriminatory in nature.
- G. The University reserves the right to prohibit and/or remove Posting that is in violation of law or University policy, including any Posting that the University determines is discriminatory in nature.
- H. Certain Sales and Solicitations are restricted or prohibited based on University contractual obligations.
- I. Raffles or activities that involve games of chance, as defined by Wicomico County law, regulation or policy, that involve games of chance must be registered through CSIL for RSOs and, in all cases, must comply with all Wicomico County regulations for such activities. Users must obtain a Wicomico County Gaming and Gathering permit.
- J. All Sales and Solicitations must comply with State of Maryland and University accounting procedures.

V. PROCEDURES AND APPROVALS

A. Procedures to Request for Sales and/or Solicitations

- i. Campus-Based Users and External Users shall contact Conference Services to make a request for event reservations including permission to conduct Sales or Solicitations.
- ii. RLOs must work through CSIL to request permission to conduct all event planning and facility reservations, including requests for Sales and/or Solicitations. RSOs are required to follow all CSIL event planning policies.

All requestors must contact the appropriate office listed above at least seven (7) days in advance of the anticipated event or activity. The designated University office shall work with the requestor to determine day, time and location for the requested activity.

B. Procedures for Posting

- i. Events may not be advertised by a Posting until approval is received by the appropriate University office.

- ii. Approved Postings shall not exceed 11x17 inches, unless prior approval is received by the appropriate University office. Postings are limited to one per kiosk or other approved posting area unless permission is obtained for more than one poster or flyer.
- iii. Approved Postings on University property must include the name of the sponsoring group, date, time and location of event. Materials must be removed by the sponsoring group at the conclusion of the event.
- iv. Postings on bulletin boards or other surfaces in academic buildings must be approved by the academic department or University office responsible for the bulletin board or building area.
- v. Posting in University residence halls must be approved by the Office of Residence Life prior to posting.
- vi. A limited number of venues are available for External Users to post information or materials. The outdoor kiosks and commuter lounge located in the GSU are available for approved External User Postings. Postings that are in violation of University policies will be removed.
- vii. By this Policy, all External Users (“Users”) are required to indemnify, save, and hold harmless Salisbury University, the State of Maryland, and their agents and employees (the “Releasees”), from and against any and all claims, demands, losses, damages, judgments, suits, proceedings, costs, expenses, or liabilities, including court costs, reasonable expenses of litigation, penalties and attorney’s fees, of any nature whatsoever which may arise out of, relate to, or result directly or indirectly as a consequence of, the User’s Sales, Solicitations and Postings, or any act, default, error, or omission of the User arising in connection with this Policy. The User shall pay damages awarded or settlement amounts agreed upon to the extent based upon such action or claim, provided that User shall not settle any such claim or action unless such settlement completely and forever releases the University with respect thereto, or unless the University provides its written consent to such settlement. User shall be required to reimburse the University for any loss, costs, damage, or expense suffered or incurred by the University.

VI. POLICY VIOLATIONS

- A. Violations of this Policy by students or RSOs will be referred to CSIL. Students or RSOs found to have violated the Policy are subject to disciplinary action under the Code of Community Standards, which action may include but is not limited to fines and/or restitution, loss of future posting and/or facilities use privileges, loss of recognition for RSOs, other disciplinary sanctions, and educational sanctions appropriate to the circumstances.

- B. Violations of this Policy by University employees will be referred to the Office of Human Resources for review. Violations of this Policy by University faculty members will be referred to the appropriate academic dean. Sanctions for violating this Policy by University employees or faculty may include, but are not limited to disciplinary action and/or other sanctions appropriate to the circumstances.
- C. Potential violations of this Policy by External Users will be referred to University Police. External Users found in violation of this Policy may be subject to arrest and/or criminal prosecution, and may be prohibited from future use of University Facilities or permission to access University property (persona non grata status).

VII. RESPONSIBLE DEPARTMENTS

The Office of Conference Services (410) 543-6172, and the Office of Student Affairs (410) 543-6080 are responsible for this Policy.

VIII. RELATED POLICIES

- A. Facilities Use Policy
- B. Chalking Policy

Revised and Approved October 5, 2024