

## **FRCC IS 12.3: PROTOCOL FOR VENDING AND SOLICITATION**

**Category:** College Property

**Issued:** March 22, 2002

**Reissued:** January 24, 2011; August 5, 2013

**Legal or Other Authority:** Student Life; Cabinet

### **GUIDELINE**

**Purpose:** The College has determined as part of its facilities use planning, to make certain College facilities available for solicitation and vending.

**Overview:** This protocol sets out how members of student organizations, employees, and the general public may go about reserving space for vending and solicitation. The requirements of this protocol do not apply to business representatives who have been invited or approved by CCCS Human Resources as part of an employee benefits plan acting in accordance with such invitation or approval, CCCS-affiliated entities and recognized student groups engaging in authorized Campus Community activities and CCCS service contractors in accordance with their contracts. Recognized student groups must work with the Student Life Office to secure space for solicitation or vending related to authorized projects. CCCS-affiliated entities must work with their usual campus contact to secure space for solicitation and vending.

**Scope:** All Front Range Community College sites. This applies to all FRCC employees and students, as well as community members who seek use of the College facilities.

**Form:** Vending and Solicitation Request Form (found on [www.frontrange.edu](http://www.frontrange.edu) under Public Meeting Rooms)

### **Definitions:**

1. Authorized Campus Community activities means any activity of a recognized student group that is within the group's mission, and any activity of CCCS-affiliated entities that are in support of CCCS' mission.
2. CCCS means the Colorado Community College System.
3. CCCS-affiliated entity means any foundation, partner, governmental agency or nonprofit service provider acting in support of the CCCS mission in accordance with prior approval by the System or College president or designees.
4. Official College activities means any College or System activity undertaken by or under the authority of a College or System official within the scope of their duty as part of the CCCS' mission.
5. Recognized student group means a student group that has met the FRCC requirements for a registered student organization as defined by Student Life.
6. Solicitation means the act of:
  - a) distributing solicitation materials including flyers, handbills, leaflets, placards, bulletins, newspapers, magazines, coupon books, samples, and promotional items;
  - b) marketing for commercial purposes, and offering information about services or sales;

- c) seeking petition signatures or a donation (whether money, services, or tangible items).
- 7. Vending means any transaction that involves the exchange of money for services and/or goods.

## 1. Introduction

- 1.1. The primary purpose of the facilities at Front Range Community College (FRCC) is to carry out the educational mission of the College. As a public institution, FRCC also seeks to reach out and be accessible to the larger community.
- 1.2. To the extent that space is available, FRCC welcomes community groups and organizations to utilize the facilities for purposes compatible with the mission of the College. Any group that uses FRCC's facilities is asked to conduct themselves in a peaceful manner and follow the policy as discussed below. Further, these gatherings shall not disrupt normal college functions, endanger the health or safety of any person present, or damage college property.

## 2. Facility Use

- 2.1. Academic usage shall have priority for use of FRCC facilities (i.e. classrooms, laboratories, and other facilities which are being used for teaching and instructional programs) over non-academic use.
- 2.2. No reservation for solicitation or vending space will be granted for the following activities:
  - 2.2.1. Any activity that competes with official College activities or businesses with which CCCS has entered into an exclusive contract (e.g. food service, beverage/snack vending); or
  - 2.2.2. Any activity prohibited by local, state, and/or federal laws (e.g. solicitation for credit cards, campaign contributions, sales or promotion of tobacco and tobacco-related products, and marijuana or marijuana-related products).
- 2.3. Individuals or groups must assume responsibility for compliance with all state and local laws and College policies.

## 3. Location

- 3.1. Solicitors and vendors will be assigned a non-academic location. The vendor or solicitor must adhere to the reserved location and this protocol. Locations are allocated based on space available and space appropriate to the proposed activity. Certain spaces and vending and solicitation opportunities may be limited to, or priority given to, recognized student groups or CCCS-affiliated entities depending on the nature of the activity, the location and the College objectives to be advanced by providing the vending and solicitation space.

## 4. Space request and fees

- 4.1. Requests to reserve space for vending and solicitation on campus are coordinated through the Student Life Office. Vending and solicitation are permitted only by reservation.
- 4.2. Individuals or groups, including students and employees, who are interested in solicitation or vending activity for other than official College activities or approved Campus Community activities as defined above must make a reservation for a space through the campus Student Life Office.
- 4.3. All vending activities (regardless of indoor or outdoor location) will be charged a rental fee to be set by the campus Student Life Office. Any solicitation reservations occurring indoors will also incur a rental fee, set by the campus Student Life Office. The rental fee includes the use of one table and 2 chairs.
- 4.4. Outdoor solicitation activities will be given a space at no cost, and will not have access to College equipment.

5. Provisions

- 5.1. Solicitors and vendors shall not disrupt official College activities or other reserved or authorized uses, impede pedestrian or vehicle traffic, or access to buildings. Continuing to approach anyone who has indicated a lack of interest or stopping anyone, shouting, or using an amplifier of any kind is prohibited.
- 5.2. Distribution of written materials will not include canvassing on buildings or vehicles.
- 5.3. Violation of the expectation in this Protocol may result in being asked to leave immediately without refund. The College reserves the right to refuse to grant future applications to individuals or groups in violation of this procedure.

**The Protocol provides operational directives from [Board Policy 16-60](#) and [System President Procedures 16-60](#). It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice, or benefit. To the extent that any provision of this Protocol is inconsistent with Federal or State Law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede, and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board of System President, respectively. The College reserves the right to modify, change, delete, or add to this Protocol as it deems appropriate.**