



The University of Vermont

Policy V. 5.24.3

Responsible Official: Vice President for  
University Relations and Administration

Effective Date: January 22, 2015

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## Solicitation

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### Policy Statement

The University of Vermont (“University”) is dedicated to free expression and facilitation of the exchange of viewpoints and ideas and, accordingly, it will support and protect the freedoms of speech, expression, petition, peaceable assembly and association. It is also the responsibility of the University to establish and enforce reasonable rules governing the use of campus grounds and facilities so as to protect public safety and avoid undue disruption of University operations. This Policy is therefore intended to inform members of the University community and the general public of campus areas specially designated for lawful solicitation and other expressive activity, and the rules otherwise applicable to the use of campus grounds and facilities.

### Reason for the Policy

This Policy establishes principles in support of free expression and procedures for on-campus solicitation to ensure safety, security, and order; to preserve the appearance, accessibility, and physical integrity of the campus; to limit the volume of commercial transactions on campus; and to enhance the educational experience of its students, all in furtherance of the University’s educational mission.

### Applicability of the Policy

This Policy applies to all University students, faculty, staff, and officers; University academic and administrative units; University-recognized and University-affiliated groups and organizations and their members; and members of the public, including external entities, who wish to engage in solicitation on campus.

### Policy Elaboration

#### General Principles.

1. **Reservation of space for solicitation activities.** Prior registration is required for the reserved and exclusive use of space or venues that the University designates for such purposes (e.g., R25 reservable space within the Davis Center; Cook Commons patio; lecture halls; meeting

rooms). Prior registration is generally not required for casual forms of non-commercial solicitation, such as leafleting, that do not involve the dedicated or exclusive use of University buildings, grounds, or facilities, provided that access to, or the use of buildings, grounds or facilities may be subject to restrictions designed to protect safety, or to avoid undue disruption of customary campus activities.

NOTE: Because of its fragility and its designation as a historic landmark, the University Green's availability for scheduled solicitation is limited, particularly north of the Ira Allen Statue. Please contact the Director of Student Life or the Director of Conference and Event Services for more information.

2. **Non-Commercial solicitation; public venues.** Unless they have already been reserved, lawful non-commercial solicitation may occur without prior reservations at the following venues:

- a. Royall Tyler Theatre plaza
- b. Davis Center Oval
- c. Davis Center Outdoor Stage area
- d. Bailey-Howe quad area
- e. the University Green area south of the Ira Allen statue
- f. Waterman main (east) entrance plaza
- g. Waterman College Street (south) entrance plaza

All public venue uses are subject to time, place and manner use restrictions designed to protect public safety and maintain usual University operations, such as assurance of traffic ingress and egress; peaceable assembly; and compliance with noise, fire, alcohol and food safety laws, regulations and ordinances.

3. **Non-Commercial solicitation; student residence halls.** In conjunction with the policies set forth in the University's Housing and Meal Plan Contract Terms & Conditions, all non-commercial solicitation by residents or UVM student organizations must take place in the lobbies and common areas of residential complexes (i.e. the spaces that connect residence hall buildings together, where the main desk is located). Residents or UVM student organizations seeking to staff a table, distribute literature, or engage in other forms of non-commercial solicitation must register between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday, at the Department of Residential Life's main office located in Robinson Hall. All other individuals and groups must follow the procedure set forth in this Policy and obtain the appropriate forms from the Director of Conference and Event Services or designee. No resident, UVM student organization, or other individual or group is permitted to engage in any door-to-door canvassing activities, such as solicitation or campaigning, in the student living areas of residence halls.

4. **Commercial solicitation; all venues.** The use of University facilities or space for commercial solicitation by unaffiliated individuals or external entities must be sponsored by authorized University officials or University-recognized student groups or organizations. Please contact the Director of Procurement Services or the Director of Student Life for more information about situations in which commercial solicitation is allowed. Commercial solicitation is generally prohibited in University classrooms and classroom buildings, in

laboratories and research facilities, in the non-public portions of administrative and office buildings, in library stacks and reading rooms, in study lounges, in sleeping quarters, in dining areas, and in all areas of campus to which access is restricted or to which the general public is not invited.

5. **Posting.** University offices and units may develop their own specific “local” policies, procedures, and guidelines to govern posting in specific facilities or categories of facilities (such as local office doors, interior walls, athletics facilities, the common areas of residence halls, and the public areas of the Davis Center) in accordance with this Policy and applicable law.

Absent these “local” policies, procedures, or guidelines, the posting or placing of flyers, signs, notices, and posters on doors, windows, exterior and interior hallways and walls, trees, utility poles, campus light poles, statues, signs, trash cans, ceilings, benches, sidewalks, and vehicles, and the use of “lawn signs,” is generally prohibited on University property. Banners may be displayed only in accordance with the Banners Display Policy. Flyers, signs, notices, and posters may, however, be posted on bulletin boards that are open to the public, provided that they must be removed immediately following the event they are advertising. All indoor and outdoor bulletin boards will be cleared of postings on a regular basis. Postings made in violation of this Policy are subject to removal. Materials such as bumper stickers or decals that can damage University property are prohibited in all instances, as is graffiti.

### **Other Related Policies.**

All forms of solicitation that involve the use of University space, buildings, or facilities are governed by both this Policy and the Facilities and Grounds Use Policy. Specific types of solicitation may also be covered by other University policies, such as those listed at the end of this Policy.

## **Definitions**

As used in this Policy, the term “*solicitation*” is defined as follows:

“*Commercial solicitation*” means the attempt to promote or sell goods or services or generate income for the benefit of for-profit entities or private individuals. It includes, without limitation, peddling; visits from vendors of textbooks, software, supplies, or equipment; and the distribution of handbills or posting of notices on behalf of private individuals or for-profit businesses. It does not include charitable or political fundraising, which are forms of “noncommercial” solicitation.

“*Noncommercial solicitation*” includes, without limitation, petition drives, public opinion polling, membership drives for recognized groups and organizations, preaching, proselytizing, political organizing, political canvassing, and political campaigning. It also includes charitable fundraising for the benefit of the University, University-recognized groups and organizations, or other nonprofit or charitable organizations.

“*Disruptive*” means conduct that persistently or significantly interferes with educational or administrative activities, or presents an imminent and significant threat of personal violence or endangerment or property damage.

## Procedures

All persons or entities who wish to reserve space or facilities to engage in solicitation on University property must obtain the appropriate forms (see “Forms” below) from the Director of Conference and Event Services or designee, as prescribed by the University’s Facilities and Grounds Use Policy. Those seeking to engage in commercial solicitation will be referred to the Director of Procurement Services.

Approval of solicitation activities will generally be granted on a viewpoint-neutral basis, subject to applicable time, place, and manner provisions unless, in the considered judgment of the responsible administrative official, the proposed activities are unlawful or are likely to be disruptive, to cause undue interruption of the essential operations of the University, or to infringe significantly upon the rights of University community members or members of the public lawfully using campus grounds or facilities, such as rights of privacy, personal security, or reasonably unimpeded ingress and egress. Approval may also be denied if the applicant has failed in the past to comply with this or related policies, permit procedures or conditions, or event expense payment requirements. Violations of this Policy will be addressed through normal University channels as set forth in applicable policies, manuals, handbooks, or collective bargaining agreements.

## Forms

Request for Use of Space or Services On-Line Form  
<http://www.uvm.edu/conferences/?Page=guidelines.html>

## Contacts

Vice President for University Relations and Administration is the institutional official responsible for the development and administration of this policy.

Questions related to the daily operation of this policy should be directed to:

Director  
 Conference and Event Services  
 The Villa, 220 Colchester Ave  
 Phone: (802) 656-5665  
 Fax: (802) 656-8034  
 Conferences@uvm.edu  
[www.uvm.edu/conferences](http://www.uvm.edu/conferences)

or to: Director  
 Student Life & Davis Center  
 Davis Center, Room 310  
 Phone: (802) 656-2060  
 Fax: (802) 656-7731  
 slife@uvm.edu  
<http://www.uvm.edu/~slife/>

Vice President for University Relations and Administration is the Responsible Official for the interpretation and oversight of this policy.

## **Related Documents/Policies**

Affiliated Organizations

[http://www.uvm.edu/policies/general\\_html/affiliated\\_organizations.pdf](http://www.uvm.edu/policies/general_html/affiliated_organizations.pdf)

Campus Demonstrations

<http://www.uvm.edu/~uvmppg/ppg/student/dissent.pdf>

Campus Speakers

[http://www.uvm.edu/~uvmppg/ppg/general\\_html/campus\\_speaker.pdf](http://www.uvm.edu/~uvmppg/ppg/general_html/campus_speaker.pdf)

Computer, Communication, and Network Technology Acceptable Use

<http://www.uvm.edu/policies/cit/compuse.pdf>

Facilities and Grounds Use

<http://www.uvm.edu/~uvmppg/ppg/facil/facsched.pdf>

Group and Organization Recognition

[http://www.uvm.edu/policies/general\\_html/grouprecognition.pdf](http://www.uvm.edu/policies/general_html/grouprecognition.pdf)

Political Activities: Tax Exempt Organization Restrictions

[http://www.uvm.edu/policies/general\\_html/political\\_activity.pdf](http://www.uvm.edu/policies/general_html/political_activity.pdf)

University Name, Symbols, Letterhead, and other Proprietary Indicia of Affiliation

[http://www.uvm.edu/policies/general\\_html/letterhead.pdf](http://www.uvm.edu/policies/general_html/letterhead.pdf)

Use of Campus Mail and Letterboxes

[http://www.uvm.edu/policies/general\\_html/campusmail.pdf](http://www.uvm.edu/policies/general_html/campusmail.pdf)

## **Effective Date**

Approved by the President January 30, 2015