



## Procedure 120-03 Commercial Solicitation and Information Tables

Sponsor: Office of the President and Business and Administrative Services

### Purpose

The purpose of this procedure is to establish the manner, method, reason and purpose for governing access to College premises by representatives who wish to sell or promote any product or service or who wish to have an information table at one of the College's campuses.

### Definitions

College-Sponsored Event An event conducted on College premises for the benefit of students or the College for which the College has deemed it essential to invite the participation of solicitors whose products or services are pertinent to the special event's theme (i.e. local employers for a job fair, local community service organizations for a student resource fair, etc.).

Non-Profit For the purposes of facility use and commercial solicitation, a non-profit organization is a group that has 501(c)3 status from the IRS, is a governmental agency, or a college or university that a Coconino Community College student could transfer to in order to complete their education.

Solicitor Non-College-affiliated entity that would, on the premises of any campus or center, purport to sell or promote any product or service, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

### Procedure

Solicitors and those requesting information tables must comply with all College policies and procedures, including Policy and Procedure 120-00 Use of Facilities.

Commercial solicitation and information tables will be allowed on CCC campuses under the following circumstances:

1. As part of a College Sponsored event that benefits the purpose and students of the College.
2. From colleges or other institutions of higher education that Coconino Community College students could transfer to in order to complete their education.
3. From non-profit organizations that offer programs and services to students.

The College retains the right to decline to permit any commercial solicitations.

### Scheduling a Campus Visit

Commercial solicitors and those requesting an information table must comply with the following guidelines to schedule a visit to a CCC Campus:

1. Complete an information table request found on the College's Facility Use and Rentals website at least two weeks in advance of their visit. This requirement will be waived for those participating in a College Sponsored event.

2. Solicitors are responsible for obtaining any necessary tax licenses as well as reporting and paying any necessary city, state, and federal taxes.

### Campus Guidelines

Solicitors and people staffing an information table should check-in with the Office of the President (Lone Tree) or Security Desk (Fourth Street or Page) when they arrive on campus.

Solicitors and requests for information tables will follow the guidelines listed below:

1. Each campus or center shall designate general hours of accessibility and locations for solicitation.
2. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities, otherwise disrupt the college environment, or create a safety hazard.
3. All requests for space shall be granted on a first-come, first-served basis only.
4. If solicitation or information table is not part of a College sponsored event, all solicitation must take place at tables in designated areas. Standard space may include one or two tables and chairs.
5. Unless the solicitation or information table is part of a campus sponsored event, music or sound systems are not permitted.
6. If food will be served, the College requires the use of a professional caterer, restaurant, or other professional food service for events that are open to the public or that serve students. Alternately, organizations may serve prepackaged food and drink items.
7. Information tables or commercial solicitation sponsored by CCC Committees or Clubs can include food sales if someone manning the event has a food handler's permit, will ensure that items are prepared safely, and the items being sold are considered low risk (as defined by the College's insurance carrier).
8. Solicitors and requests for information tables may be limited to no more than fifty (50) hours of solicitation activity per semester at each campus or center.

### College Employees

College employees may only participate in solicitation activities as part of a College sponsored event. Employees must use their lunch hours or paid time off if the event occurs during work hours.

### Responsibility for Solicitation and Vendor Actions or Omissions

The College assumes no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on the college premises pursuant to these guidelines is approved by any College official.

### **References**

Policy 120-00 Use of Facilities

Procedure 120-01 Use of Facilities

### **Procedure History**

02/19/2010 Reformatted

11/20/2020 Revised and Approved by Executive Leadership Council

### **Legal Review**

October 2020