

## Guidelines for Sales

1. Duplication of existing contractual University services shall be prohibited, except for non-profit and/or charitable organizations. This exception shall include, but not be limited to candy sales, bake sales, car washes, etc... and is subject to the approval of the contract service prior to approval by the Student Life Operations Office. All goods and services sold must be first quality (no seconds, irregulars or damaged goods) with applicable guarantee and/or warranty provided. All individuals/organizations bear full responsibility for satisfaction of customers.
2. Permission to sell does not constitute an endorsement guarantee of any opinion, product or service by Salem State University.
3. Individuals or organizations not complying with the sales policies of Salem State University may be subject to cancellation of sales privileges by the Director of Campus Life and Recreation or designee.
4. All requests for campus sales must be made in writing to the Campus Life and Recreation Office on the appropriate form. This form must be completed by the requester and submitted to the Campus Life and Recreation Office 72 hours/ 3 business days prior to the time requested to begin sales. Requests for space are filled on a first-come, first-serve basis. Permission to sell will be issued for a specific period of time and location, and will be subject to such limitations as the Director of Campus Life and Recreation or designee may prescribe.
5. Campus Facilities and/or space can only be used for charitable, religious, commercial, or political purposes if there is sponsorship from the appropriate recognized student organization and/or University office or department.
6. The University is not responsible for any accidents incurred during the use of the space requested. All persons use campus facilities at their own risk.
7. Materials may not be hung, draped, or displayed on walls or windows without permission from the Campus Life and Recreation Office. All items must be used safely, so as not to cause any damage to University property. Organizations using campus facilities are responsible for any damages occurring during their use. All equipment must conform to local fire laws and ordinances. Sales must be conducted in accordance with all disciplinary rules and conduct regulations as outlined in the Student Conduct Code (for SSU groups).
8. Sales are permitted in the North Dining Commons, or other pre-approved areas. Door to door sales and selling in areas not approved by Campus Life and Recreation office is not permitted.
9. Fees, if applicable, will be determined by the Director of Campus Life and Recreation or designee. All fees must be paid prior to the date of sales. Checks are to be made payable to Salem State University. Fees will be forfeited if cancellations are not made within one week prior to the onset of sales.

10. Permission regarding requests may not be granted in particular instances. If it appears that any special circumstances exist which may impede University activities or place an acceptable burden on the University's Public Safety Department and/or administrative staff.
11. Harassment of members of the University community by those selling will be cause for immediate revocation of permission to sell on campus, at the discretion of the Director of Campus Life and Recreation or designee. Requests to sell must not be in conflict with the mission of Salem State University or the University's Equal Opportunity Statement.
12. Vendors will be limited to two visits a month and/or a maximum of 6 visits per semester. These limits apply to sales and/or solicitation requests. Requests to do both sales and solicitation may not exceed the total limit of 6 visits per semester for sales or 4 visits per semester for solicitation.
13. Parking for vendors is permitted in designated areas only. If desired, a parking permit will be provided by University Police. A parking space is not guaranteed. Parking in Meier Drive is prohibited. Only the loading and unloading of a vehicle will be allowed for a short period of time. Vehicles will be towed at owner's expense.