

GUIDELINES FOR SOLICITATION

1. Solicitation is defined as the distribution or dissemination of leaflets, handbills, literature or other sources of written and/ or verbal information.
2. Permission to solicit does not constitute an endorsement or guarantee of any opinion, product or service by Salem State University.
3. Individuals or organizations not complying with the solicitation policies of Salem State University may be subject to cancellation of soliciting privileges by the Director of the Student Life Operations or designee.
4. All requests for campus solicitations must be made in writing to the Student Life Operations Office on the appropriate form. This form must be completed by the requester and submitted to the Student Life Operations Office **72 hours prior** to the time requested to begin soliciting. Requests for space are filled on a first-come, first-serve basis. Permission to solicit will be issued for a specific period of time and location, and will be subject to such limitations as the Director of the Student Life Operations 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 accident 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 Student Life Operations 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.
8. Solicitation is permitted in the Campus Center Lobby, Campus Center Mall and the Commons Dining Hall. Door to door solicitation and soliciting in areas not approved by the Student Life Operations Office is not permitted.
9. Fees, if applicable, will be determined by the Director of Student Life Operations or designee. All fees must be paid prior to the date of solicitation. Checks are to be made payable to Salem State University and delivered to the Student Life Operations Office.
10. Permission regarding requests may not be granted in particular instances if it appears that any circumstances exist which may impede University activities or place an unacceptable burden on the University's Public Safety Department and/or other administrative staffs.
11. Harassment of members of the University community by those soliciting will be cause for immediate revocation of permission to solicit on campus, at the discretion of the Director of the Campus Center or designee. Requests to solicit must not be in conflict with the mission of Salem State University or the University's Equal Opportunity Statement.