Purpose of This Policy

Colorado State University strives to maintain a campus environment that is conducive to learning and working. Commercial sales and solicitations on campus can be disruptive and intrusive. The purpose of this policy is to establish the requirements and restrictions for these activities.

Application of This Policy

This policy applies to all property owned, leased or controlled by the University.

Definitions Used in This Policy

Sales means peddling or otherwise offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples.

Solicitation means canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting donations and contributions, and posting or distributing any form of solicitation materials on university property (including but not limited to bulletin
boards, postings, postcards, chalking, leaflets, computers, mail, e-mail and telecommunications systems, photocopiers, fax, telephone lists and network systems, and databases, supplies or other workplace equipment).

Vendor means any individual or organization engaging in sales and solicitation activities on University property.

POLICY STATEMENT

Vendor Sales and solicitations can be disruptive to campus operations and create a commercial environment that is fundamentally at odds with the University's public role and mission. Sales and solicitations are generally prohibited in University facilities, with certain exceptions. Non-approved vendors will not be authorized to sell or solicit sale of products or services, solicit donations or contributions, or hand out or post advertising on campus, with exceptions as noted below except as permitted by this policy.

POLICY PROVISIONS

-Sales and Solicitations for Commercial Purposes

1. With the exception of University-sponsored all-Plaza events (such as Plaza Bazaar, Health and Wellness fair, etc.) all sales and solicitations of merchandise or services are permitted only in the Lory Student Center (LSC) Flea Market and must be approved, in advance, by the Campus Activities Director or authorized designee. Approval will be granted only for sales that have a benefit to a student organization or department of the University; meet local, state and federal laws, and CSU licensing requirements; are conducted in a non-disruptive manner; and are for items not available for purchase from retail entities on campus. All commercial sales are subject to the vendor's agreement to comply with CSU policies including, but not limited to, the Equal Opportunity and Non-Discrimination Statement, and to follow CSU's Principles of Community. Approvals are within the discretion of the Campus Activities Director or designee, whose decisions are final.

2. Distribution of literature for commercial purposes (for example, flyers, handbills, coupons) is not permitted unless it is for the benefit of a student organization and has the prior approval of the SLiCE director or designee, or for the benefit of a campus department with the approval of the Marketing Coordinator in the Division of External Relations.

3. The sales and distribution of any item that would infringe upon, or in any way violate a legal trademark or copyright will be prohibited. Exceptions will be granted only with the express written consent of the trademark or copyright holder.
4. Individuals and organization vendors, despite their profit or non-profit status, must collect state and local sales tax on goods and services that are sold to consumers. It is the responsibility of the vendor to obtain a sales tax license before the start of sales and remit the appropriate amount due directly to the taxing authorities.

5. Vendors agree to hold harmless, defend and indemnify the Board of Governors of the Colorado State University System, Colorado State University, and their officers, agents or employees from and against any and all actions, suits, damage, liability, or other proceedings that may arise from the vendor’s sales and solicitation activities.

Solicitation of Donations and Contributions

Solicitation of donations and contributions, whether for profit or non-profit purposes, are subject to the same conditions and restrictions as commercial sales. Collection of non-monetary items for donation such as food, clothing or toys is permitted only with advance approval of the Office of the President, based on a demonstrated benefit to the University and its community of students, faculty, employees and visitors.

Food Sales and Concessions

All food sales must be pre-approved by and coordinated with building proctors and the Public Health Administrator in the Department of Environmental Health Services, and all applicable health and safety regulations must be strictly observed. See the CSU Policy on Food Sales and Concessions for more information or contact EHS at 970-491-6745.

Conducting Financial Transactions on Campus

Solicitations that are permitted under this policy may not include commercial transactions, such as collecting cash or credit card information or making a financial commitment. This includes solicitation of donations by individuals and non-profit organizations. This limitation does not apply to private events in rented or reserved spaces that are open only to invitees with prior approval from the venue.

An exception may be made for registered student organizations wishing to solicit donations on the LSC Plaza for international humanitarian efforts/natural disasters (e.g., earthquake, hurricane or flood relief efforts). Organizations must receive prior approval from the Lory Student Center Governing Board. Approval is granted only for very extreme circumstances and when well-coordinated with campus departments and organizations.

Booths, Tables and Displays

To avoid conflicts in the use of space and disruption of the orderly operation of the campus, and to ensure the safety of the campus community, the University does not allow for the
setting up of any fixed structures, including, but not limited to, tables, booths, displays, etc. at any location on campus, except as expressly provided in this policy.

For tables, booths and displays in the Lory Student Center or on the LSC Plaza, the prior, express, written permission of Lory Student Center Event Planning Services is required. Permission may be requested by contacting the LSC Event Planning Services staff (970-491-0229) for a reservation for the desired date and location.

For any other location on campus, prior authorization must be obtained from Facilities Management and the Division of External Relations.

**Advertising**

Advertising on campus is permitted only as provided in the [CSU Advertising Policy](#) and, as applicable, the [CSU Policy on Signs, Posters and Banners](#).

**Contacts**

| LSC Flea Market—vendor approvals | Campus Activities Director  
| Lory Student Center – Room 130  
| 8033 Campus Delivery  
| Fort Collins, CO 80523-8033  
| (970) 491-6626  
| [http://lsc.colostate.edu/campus-activities/](http://lsc.colostate.edu/campus-activities/) |
| Distribution of literature for commercial purposes | SLiCE  
| Lory Student Center – Room 210  
| 8033 Campus Delivery  
| Fort Collins, CO 80523-8033  
| (970) 491-1682 |
| Registered Student Organization—approval to solicit contributions for international humanitarian efforts | LSC GOVERNING BOARD  
| Lory Student Center – Room 303  
| 8033 Campus Delivery  
| Fort Collins, CO 80523-8033  
| (970) 491-6395  
| [http://lsc.colostate.edu/lsc-governing-board/](http://lsc.colostate.edu/lsc-governing-board/) |
| Food Sales and Concessions | Environmental Health Services  
| 141 General Services Building  
| Ft. Collins, CO 80523-6021  
| (970)-491-6745  
| [http://www.ehs.colostate.edu/](http://www.ehs.colostate.edu/) |
| Booths, Tables & Displays at LSC/LSC Plaza | LSC Event Planning Services |
Booths, Tables & Displays elsewhere on campus

Facilities Management
Facilities Services North
251 Edison Drive
Fort Collins CO 80523-6030
(970) 491-0099 (Customer Service)

Advertising

Communications and Creative Services, Division of External Relations/Creative Services
http://csuadvertising.colostate.edu/
Email: advertising@Colostate.edu
(970) 491-2359

Solicitation of Non-Monetary Donations and Contributions

Office of the President
[contact info](970) 491-6211

COMPLIANCE WITH THIS POLICY

Compliance with this policy is required. For assistance with interpretation or application of this policy, contact ... Violators may be required to stop their activities and are subject to exclusion from university property and legal sanctions.

REFERENCES

CSU Advertising Policy

CSU Policy on Signs, Posters, and Banners and Flyers

Building Proctor Manual

CSU Policy on Free Speech and Peaceful Assembly

Lory Student Center Policies
APPROVALS

Approved December 1, 2009

Revision approved by Lynn Johnson, Vice President for University Operations on December 4, 2015

Revision approved by Lynn Johnson, Vice President for University Operations on November 18, 2016

Revision approved by Lynn Johnson, Vice President for University Operations on __________