

Laurentian University of Sudbury

SALES & SOLICITATIONS POLICY

September 1998

Preamble: All buildings, physical space, facilities, etc. on Laurentian University of Sudbury property as indicated on the Laurentian University charter are under the control and authority of the Board of Governors.

Through the direction of the Laurentian University Administration, the Office of the Director of Services has been directed full control of assigning, allocating, and prioritizing the use of the physical facilities at Laurentian University in so far as Sales and Soliciting is concerned.

General : Laurentian University recognizes the need of Laurentian University groups and organizations to advertise, promote, distribute information, sell, solicit, exhibit their wares and/or raise funds for Laurentian University activities within University controlled space.

Purpose: The purpose of this policy is to ensure that adequate spaced is made available in an equitable fashion to all University groups and organizations, accredited and authorized by the Office of the Director of Services to advertise, promote, distribute information, sell, solicit, exhibit their wares, and/or raise funds for Laurentian University activities within University controlled space.

Scope: All groups and organizations wishing to advertise, promote, distribute information, sell, solicit, exhibit their wares and/or raise funds within University controlled space must have approval under this policy.

Definition: "Solicitation" used within the text of this Policy refers to any act of appeal, request, entreaty, attempt to influence or gain support, financially or otherwise.

Policy

1.0 Definition of User Group

1.1 Accredited Groups

Where an event is sponsored by a Laurentian University accredited group authorized by Laurentian University, and any financial gain will benefit the University Community, sales and solicitation will be allowed.

1.2 Non-Accredited Groups

a) Where an event is sponsored by a non-accredited group and is commercial in nature, advertising, sales and solicitation will not be allowed.

b) Where an event is not commercial in nature, advertising, sales and solicitation may be allowed at the discretion of the Office of the Director of Services.

1.3 Charitable Organizations

Where an event is sponsored by a bonafide charitable organization, advertising, sales and solicitation may be allowed at the discretion of the Office of the Director of Services.

1.4 Post Secondary Institutions' Events

Where no conflict exists with events scheduled at Laurentian University, advertising, sales and solicitation will be allowed.

2.0 Sales and Solicitations

a) Only Sales and Solicitations sponsored by Laurentian University accredited groups and organizations authorized by the Office of the Director of Services will be allowed within University controlled space.

b) Sales and Solicitation will not be allowed when in conflict with University leases or contracts that are in effect.

c) Each sponsoring group/organization will be limited to one three-day sales/solicitations period per academic year.

d) Each group is responsible for providing their own tables, chairs, etc. in order to display their products.

e) All groups and organizations must acquire the proper permits from the Office of the Director of Services, the municipality, etc. prior to displaying their wares.

3.0 Rental Charges

a) A space rental charge may be levied dependent upon information given at the discretion of the Office of the Director of Services.

b) Laurentian University accredited groups who rent University facilities to third parties will be charged full rental.

4.0 Employers Solicitation

a) Solicitation by employers for potential employees will be allowed within the general public areas of University controlled space, subject to approval by the Office of the Director of Services.

5.0 **Sales & Solicitation within the Student Centre**

- a) Groups that require space within the Student Centre must reserve with the Manager of the Student Centre.

- b) It will be the responsibility of the Student Centre Manager to ensure the users have the proper licences/permits from the Office of the Director of Services, the municipality, government, etc.