



## WGTC 5.17

### Vendor Use of Campus

#### Non-Commercial Solicitation by On and Off-Campus Individuals or Organizations

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees, or members, seek donations, or make sales on campus without the express authorization of the Vice President for Student Affairs.

This policy covers entities offering something, usually educational information, marketing materials and/or giveaways, with the intent of enticing the receiver to purchase a product or service, and/or act in some way. Examples are:

The apartment complex distributes flyers informing the students, faculty, and staff about the apartment complex, pricing, special offers, and so on.

The Red Cross solicits students desiring to give blood.

#### Vendor Guidelines

All Vendors requesting authorization to offer products or services on campus must submit an online Vendor Request Form. The form will ask for groups to specify all products, services, and materials to be offered and indicate the specific dates and campus (es) for which they are seeking authorization. Approval of all requests shall be at the discretion of the Vice President of Student Affairs and Manager of Student Life, or an appointed designee by the Vice President for Student Affairs.

**This policy does not apply to individuals or organizations who are invited to campus as visitors by authorized West Georgia Technical College administrative personnel as part of an approved College activity or event.** Additionally, this policy does not apply to those requesting to express their opinions or ideas in a manner that is consistent with the guidelines applicable to the [Freedom of Expression Policy](#) or expressing thoughts to members of the public at large. West Georgia has a neutral stance on the content and any written materials distributed on campus under this policy and procedure. Any approved activity should not disrupt the daily activities of the West Georgia Technical College personnel and/or student body, and not interfere with the learning environment.

A Vendor will be allowed on West Georgia Technical College property ***once per semester per campus and no more than six times per year in 1–4-hour blocks, unless specifically granted***

***permission by the Office of Student Life. Available times for vending are 8 am - 5 pm Monday-Thursday except federal and state holidays unless granted by the Office of Student Life.*** The number of solicitors allowed on campus at one time may be limited to prevent disruption of the normal activities of the College. Solicitor applications will be approved first come, first served. As set forth in its student catalog, West Georgia Technical College does not discriminate based on race, color, creed or religion, national or ethnic origin, sex, disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those specific circumstances permitted or mandated by law).

A request may be denied if the Campus Police determines that the proposed event will constitute a clear and present danger to the College's orderly operation by the group through their advocacy of one or more of the following:

- Provoking individuals to engage in immediate violence, including, but not limited to, the violent overthrow of the Government of the United States, the State of Georgia, or any political sub-division thereof.
- The willful seizure, damage, or destruction of the College's buildings or other property.
- The forcible disruption, impairment, or interference with the College's regular schedule of classes or other educational functions.
- Physical harm, coercion, harassment, intimidation, or other invasion of lawful rights of the College's officials, faculty members, staff, students, or campus Vendors.
- Other campus disorder of a disruptive violent nature.

Additionally, a request may be denied and/or a Vendor/organization may be requested to leave the campus to prevent and/or alleviate disruptive activity, blockage of doorways, obstruction of vehicular or pedestrian traffic around campus; excessive noise that interfere with classroom, business or other College activities; interference with the normal functions and processes of the College or the rights of others to effectively use College facilities and property; or to prevent imminent threat of physical violence or destruction of College property.

### **Rules and Procedures**

The following rules and procedures for solicitors must be strictly followed. Vendors not adhering to these rules will be asked to leave the campus.

- Each Vendor is allowed
  - 1) one 4-6 ft table and
  - 2) two chairs, unless specifically granted permission by the Manager of Student Life.
- Vendors shall be given a designated time to enter the campus for unloading and set up.
- Vendors may NOT relocate chairs or furniture. All furnishings must remain inside the designated location.

- Vendors may not use any sound amplification equipment or motorized vehicles. West Georgia Technical College equipment will not be available for use by solicitors.
- Vendors may only conduct business at designated locations for the designated period only. **Under no circumstance will solicitors be permitted to roam the building, enter classrooms, or to solicit students, and campus Vendors outside of the designated area.**
- Vendors may not prepare food on site or sell food items, unless previously approved by the Office of Student Life. Solicitors preparing to sell food items must receive proper approval from the Vice President of Finance and/or Operations or their designee to ensure proper licensing, etc. The application information will be forwarded for that individual’s approval.
- All extension cords must be secured. West Georgia Technical College does not provide extension cords, computer equipment, and other equipment for solicitors. Please bring what you need.
  - All exit doors and aisles must be kept clear at all times.
  - Under NO circumstances will children be allowed on campus with solicitor.
- Vendors CANNOT sell replicas, offensive materials, or anything deemed inappropriate by school officials.
- Vendors are required to remove signs, placards, litter, and other materials when the approved activity period ends.
- Vendors must comply with the West Georgia Technical College’s Student Code of Conduct, the West Georgia Technical College’s Policies and Procedures, Technical College System of Georgia’s Policies and Procedures, and the relevant laws at all levels of government (local, state, and federal).

Again, vendors in violation of this policy will be asked to vacate the campus immediately.

**TO SOLICIT ON CAMPUS, PLEASE CLICK ON THE LINK BELOW TO SUBMIT A REQUEST:**

[Vendor's Request Form](#)

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Student Affairs	Effective: 3/2009
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