

BRIDGEWATER STATE COLLEGE

Solicitation Policy, Solicitation Application Procedures & Solicitation Application

Policy

Bridgewater State College prohibits business or trade solicitation on college property without prior written approval of the college. This includes the distribution of sales or business flyers on college property including motor vehicles parked on campus, the posting of sales or business notices upon college bulletin boards or elsewhere within college buildings or upon other structures owned by the college, direct sales of merchandise on college property, and book “buy-backs” on college property.

The Director of Administrative Support Services may grant or deny approval for any business, or individual to solicit on any property owned or operated by Bridgewater State College.

Except in unusual circumstances as decided upon by the Director of Administrative Support Services, any business, organization, or individual seeking approval for solicitation on college property must secure the sponsorship of a Bridgewater State College department or officially recognized organization. The sponsoring party must complete and submit the “Application for Solicitation” to the Director of Administrative Support Services at least 7 business days prior to the required date.

If approval is granted, a copy of the application will be sent to Conference and Events Services Office and Campus Police. All visitors granted approval to solicit on college property must check in with the college police upon arrival, at which time they will be provided with a visitor identification badge. The identification must be displayed at all times while the visitor is on the campus.

Anyone found soliciting on college property that has not secured the proper approvals of the Director of Administrative Support Services, or who is not displaying his or her identification badge, will be escorted from the campus by the college police.

Updated: 8/29/03

Solicitation Application Procedures

1. Each department/organization wishing to sponsor an entity that will be on campus soliciting must complete an electronic copy of the "BSC Application to Solicit".
2. The application must provide adequate detail on the following:
 - a. Purpose of solicitation
 - b. Location requested; type of space required, square footage, what type of solicitation activities will be performed.
 - c. Date(s) of solicitation
3. The application must be completed and forwarded with a copy of any literature to be distributed to the Administrative Support Services office for approval.
4. The sponsoring department/organization will be notified of approval or denial within 2 business days of receipt of application.
5. If approval is granted a copy of the application will be forwarded to the Campus Police Department and Conference and Events Services Office.
6. Conference and Events Services Office will work with sponsoring department to set-up event.
7. On the day of the event the solicitor MUST report to the Campus Police building to sign in and pick up a badge.
8. The sponsoring department/organization will be notified of the solicitor's arrival by the Campus Police.
9. When the event is completed, all badges must be returned to the Campus Police.

Updated: 8/26/03

Bridgewater State College

Application to Solicit

Sponsoring Department/Organization _____

Contact Name _____ Extension _____

Solicitation Information

Name of Requestor _____

Business Address _____ Phone _____

Description of Requesting Entity _____

Purpose for Solicitation _____

Dates of Solicitation _____

Space & Furniture Requirements _____

Location Requested _____

Benefit to Students/College _____

Please attach a copy of all literature to be distributed.

Signature of Sponsor

Date

Submit to Administrative Support Services

Approved

Denied

Director, Administrative Support Services Date

Director, Administrative Support Services Date

C: Campus Police
CESO
Sponsoring Department