



Policy SA032: Solicitation of Students, Faculty and Staff

Recommended for Approval by:

A handwritten signature in black ink that reads "Susanne Fenske".

Susanne Fenske, Ph.D., Vice President for Institutional Effectiveness and Student Affairs

Approved by:

A handwritten signature in black ink that reads "Jon Anderson".

Jon Anderson, Ph.D., President

Effective Date: 02/19/2025

A. Intent

Pennsylvania Western University reserves the right to regulate commercial activities on campus to ensure respect for privacy and to avoid interference with the academic mission of the University. Off-campus vendors may be denied access to campus structures where it might cause interference with or disruption of other campus activities, or where the vendor has shown unreliability, unethical conduct, or unwillingness to comply with University policies.

B. Definition(s)

Commercial Activity: Any activity conducted on University premises relating to the advertisement, solicitation, sale, transfer, distribution, use or consumption of goods or services, with the result of generating revenue.

Off-Campus Vendor: Any individual, group, or business conducting commercial activities from a place of business or location off the University premises, or in a capacity not associated with the University or its recognized organizations or affiliates.

Solicitation: Any reasonable attempt under the circumstances to approach or conduct commercial activity with a party on the University premises, or in a capacity not associated with the University or its recognized organizations or affiliates.

C. Policy

Off-campus vendors will adhere to Policy SA 032 – Solicitation of Students, Faculty and Staff and all

requests must be reviewed and approved by the Director of the Student Center Operations or their designee.

Approval to conduct the sale of commercial solicitation activity is based upon the specific details of the activity as specified in the request. All sales and commercial solicitation activities must be conducted to adhere to the time, place, and manner restrictions established in the approval process. PennWest reserves the right to apply additional restrictions, prohibit, or disband any activity that causes undue noise or disturbance or that interferes with the customary activities taking place on the campus. Approval of sales does not constitute the University's endorsement of the product.

Door-to-door solicitation in campus buildings or residence halls is strictly prohibited.

Requests for sales and commercial solicitation activities will be processed on a first-come, first-serve basis. Requests should be submitted at least two (2) weeks in advance of the first planned activity date. The University reserves the right to limit, restrict, or refuse requests for sales and solicitation activities that duplicate previously approved activities. Further, each approved sale or commercial solicitation is limited to two (2) consecutive days, no more than two (2) days per month with the exception of section D, item 4 below. Off-campus vendors are responsible for all associated sales tax.

D. Procedure(s)

Off-campus vendors may conduct commercial activity on campus by:

1. If any recognized University organization wishes to sponsor an off-campus vendor, the organizations must request the space and provide the necessary paperwork prior to their space approval:
 - a) In any University facility other than residence halls, the student organization must complete the request for space through EMS. They will need to secure the paperwork (Facilities Use Agreement and Certificate of Insurance) from the off-campus vendor and return within three (3) business days of their first date and a member of the organization must be present to assist the off-campus vendor for the duration of the request.
 - b) The off-campus vendor will receive a reduced rate, due to the nature of the co-sponsorship. Payment should be made the day of the event.
 - c) Contact [Event Services](#) for the PennWest pricing guide for rental or use of facility space for PennWest
2. Off-campus vendors may request space at full price without the need for sponsorship.
 - a) In any University facility other than residence halls or dining facilities, they must complete the request for space by contacting the event services office. They will need to secure the paperwork (Facilities Use Agreement and Certificate of Insurance from the off-campus vendor) prior to their event.
 - b) The off-campus vendor will pay the full rate. Payment should be made the day of the event.

3. Any organization sponsored off-campus vendor must ensure that any promotional or incidental benefit, monetary or in kind, is conferred upon the sponsoring organization rather upon any individual(s).

4. In compliance with PA Code §23-2302-A, PennWest prohibits any marketing of credit cards on the campus.

5. Solicitation will not occur during major University events (i.e.: New Student Orientation, Admission Events, Welcome Weekend, etc). The University reserves the right to determine these dates and the first right of refusal for any entities in direct competition with the University or any of its affiliates.

University Compliance Procedure with PA Code §23-2302-A:

1. Credit card solicitation is prohibited from PennWest university premises.
2. This policy does not prevent students, faculty, or staff from availing themselves of all banking services provided by on-campus partner PSECU.
3. All new student orientation programs will offer Credit Card Debt Education and Money management skills sessions for students.

E. Related policies

SA001- Time, Place and Manner Policy

Act 82 of 2004 (Senate Bill 157)

PA Code §23-2302-A (Regulation of On-Campus Credit Card Marketing)

F. Contact Information

California:

calconferences@pennwest.edu

Clarion:

clarionconferences@pennwest.edu

Edinboro:

boroconferences@pennwest.edu

G. Policy Review Schedule

Contact Student Affairs or Human Resources for dates.