Title of Policy: Residence Life and Housing Solicitation Policy

Purpose of Policy: To address concessions and solicitation in the residence halls.

Scope of Policy: All ESU students, clubs, organizations, academic departments, and outside businesses and companies.

Policy Statement: The above mentioned groups may request permission to conduct sales or solicit in the residence halls.

Procedure: Solicitation and concession applications are available in the Residence Life Office. Applications are to be filled out in full and submitted at least three days prior to the date(s) of sale. Continuing programs of solicitation are limited to three days per month. Applications are reviewed by the Director of Residence Life and Housing. Upon approval, the Director will schedule the date and/or time of the sale, and issue a solicitations permit. Non-registered (external to ESU) organizations are subject to sponsorship from a recognized ESU group, or the Director of Residence Life and Housing, and must donate at least 15% of the sale proceeds to the registered group. Officers of an organization receiving concession or solicitation privileges will be held responsible for allocating funds to the stated purpose. Students are not permitted to use their rooms or any campus facilities in the residence halls for any commercial purpose or personal financial gain. Revocation of privileges will occur if established guidelines are not followed.

Definitions: None.

Appeal Statement: There is no appeal process in place for this policy.

Related Policies: None.

Effective Date: October 28, 2010

Approval Date: October 28, 2010

Policy Number: ESU-SA-2010-009

Last Review Date: April, 2015

Amended: April, 2015