

A. Solicitation on Campus

1. General Policy

- a. All business entities and all natural and legal persons (hereinafter referred to as "Vendor(s)") wishing to solicit business or otherwise engage in any form of commerce on the Orlando campus of the University of Central Florida ("UCF") must coordinate such activities through UCF's Director of Student Union or designee. The conduct of all such activities shall be confined to that area of campus situated within the boundaries of Pegasus Circle from Centaurus Drive to Aquarius Agora Drive.
- b. Vendors wishing to utilize the free speech area must secure permission from the Director of Office of Student Involvement or designee.

2. Procedure

Vendors must comply with the following guidelines to reserve and allocate space for the conduct of solicitation: Market Day Guidelines

- a. Contact UCF's Student Union Event Services to request space. Space is limited. Reservations must be made in advance at UCF's Student Union Office, Room 312. All fees for the reservation of space must be paid at the time the reservation is made. (See Student Union Event Services for current fee schedule.) UCF reserves the right to require any Vendor to submit proof of insurance coverage for comprehensive and general liability insurance in amounts deemed acceptable by UCF.
- b. Placement of Vendors within the bounds of Pegasus Circle will be at the sole discretion of UCF's Student Union Event Services staff.
- c. Vending space will be clearly designated for Vendors upon their arrival at set up time. Displays may not extend beyond the allotted space.
- d. UCF's Student Union reserves the right to restrict the participation of any Vendor or Vendors.
- e. If a Vendor is not set up by 10:00 a.m., UCF may, but is not obligated to, remove the Vendor's equipment, if any, and will consider such Vendor a NO SHOW. This information will be noted in Vendor's file and could impact future reservations.
- f. The market will end promptly at 5:00 p.m. UCF's Student Union patio will be open to load merchandise and equipment from 5:00 p.m. - 6:00 p.m. Vendors must completely vacate UCF's Student Union patio by 6:00 p.m.
- g. In case of inclement weather, the market may be canceled at the sole discretion of Student Union staff. If the market is canceled, reservation fees will be refunded to UCF's Vendors who paid the fees. No prorated refunds will be issued if the market is held and inclement weather occurs during the day.

- h. Vendors are to purchase a parking pass on the days they will be on campus. Parking is available in Lot T-600 after the vendor unloads the materials and merchandise at UCF's Student Union.
 - i. UCF is not responsible for any loss, theft, or damage to Vendors' equipment or goods. Vendors are responsible for the security of their property.
 - j. Vendors must adhere to the requirements established by UCF's Student Union for the safety of the event and any rules as may be mandated by UCF's Department of Environmental Health and Safety.
 - k. UCF shall not tolerate the placement of tables, displays, tents, or other activities for solicitation purposes outside Pegasus Circle. UCF's Police will be responsible for monitoring all such activities outside Pegasus Circle. Those violating this policy will be instructed to leave immediately and may be issued a no-trespass warning by UCF Police.
3. Campus Locations for Solicitation
- a. Posted materials should not be fastened to or hung from shrubbery or trees; drawn, taped, painted or otherwise displayed on sidewalks, walls, glass and painted surfaces, or building exteriors. No holes may be dug into the ground (except for wood stakes) nor nails or tacks hammered into trees.
 - b. Solicitors and tradesmen, including students, faculty and other University personnel, are prohibited from conducting business transactions with individuals or organizations on campus unless a permit has been issued. Permits to conduct such business with students and student organizations may be issued by the Director of the Student Union or for all others by the Director of Business Services.
4. Exception to Policy
- Officially registered, active student organizations of UCF desiring an exception to the above policy must secure, in advance, the written permission of either the Director of the Student Union or other individual listed below to use, free of charge, space on UCF property to conduct a solicitation to benefit only the student organization. No person or entity outside of the student organization shall participate in the solicitation or receive any financial or other benefit or thing of value from the solicitation. Examples of such solicitations include but are not limited to, bake sales and similar fundraising activities, distribution of literature, speakers, giveaway promotions, or signing of petitions. On UCF's Orlando campus, permission must be secured as follows:
- a. Student Union and inside the Pegasus Circle and Ferrell Commons Courtyards from the Director of the Student Union or designee.
 - b. Residence Halls and outside areas immediately adjacent thereto - from the Director of Housing or designee.

- c. Greek Park area from the Director of Office of Fraternity and Sorority Life or designee.
- d. UCF Arena and areas immediately adjacent thereto - from the Director of the UCF Arena or designee.
- e. Inside any other building and outside areas immediately adjacent thereto - from the officially designated building manager of that facility or designee (identification of the building manager for a particular facility may be obtained from the Office of the Vice President for Administration and Finance.
- f. Recreation and Wellness Center and Intramural Sports area – from the Director of Recreation and Wellness Center.

On the regional campuses or their host institutions, permission to use space to conduct solicitations must be secured from the Director of Campus Life on that regional campus and, as may be required, from the appropriate official of that host institution.

Failure of active student organizations to comply with this solicitation policy and procedure may result in student disciplinary action taken against such organizations, including the loss of the privilege to engage in solicitations on UCF property, the loss of the privilege to register as a student organization, as well as other disciplinary action.

5. Responsibility

The Associate Vice President for SDES or designee shall be responsible for implementing this policy.