

SYSTEM REGULATION

21.99.09 Access to System Property for Sales and Solicitation Purposes

April 24, 1996

Revised September 1, 1999

1. GENERAL

The buildings and grounds of the System are public property readily accessible to visitors and persons having legitimate business with the universities, agencies and the health science center of the System. However, to ensure normal working and educational conditions within System boundaries, it is necessary, to regulate activities of organizations and individuals desiring to solicit donations or to sell or promote products and services directly to students, employees, and visitors.

2. RESPONSIBILITY

2.1 The Chief Executive Officer (CEO) who is responsible for a building or property shall regulate access for the purpose of sales and/or solicitation. The CEO may delegate the responsibility to a person or an identified group of persons (a committee), who will establish written procedures for determining what and when access is allowed. The person(s) or position(s) delegated the responsibility will be named in the University or Agency Rule or procedures.

2.2 When a component occupies a building or property owned by another component or when two or more components occupy the same building or property, the CEOs must jointly agree in writing to procedures for determining allowed activities.

2.3 The procedures established by the CEOs will include a requirement that organizations and individuals desiring to engage in solicitation and/or sales obtain written permission prior to beginning such activity. The procedures will state who has been delegated responsibility for granting permission and in what circumstances access will be granted. Permission normally will be granted for direct selling only when availability of the product or service on state property represents a distinct convenience to the purchaser and is not otherwise available.

2.4 If at any time the sales and/or solicitation activities of an organization or individual disrupt the normal business of the System, such organizations or individuals may be requested to cease such activities and, when appropriate, leave the System buildings and grounds. Should an organization or individual refuse to cease or leave, if requested to do so, they will be informed that they are trespassing on state property. Authorities having jurisdiction may be called upon to remove such violators.

CONTACT OFFICE: System Office of Budgets and Accounting

HISTORY: Last version: April 24, 1996

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