



UMBC POLICY ON SALES AND SOLICITATIONS
UMBC Policy #UMBC VIII-16.00.01

I. POLICY STATEMENT

This Policy on Sales and Solicitations is intended to define the conditions under which an individual, business, and/or organization may Sell or Solicit, as these terms are defined herein, at UMBC and its Facilities.

II. PURPOSE FOR POLICY

This Policy is adopted to establish an understanding of the requirements governing the regulations and the process to conduct Sales or Solicitations on University property and to assure that all Sales and Solicitations are in accord with the University's mission, goals, and policies of inclusive excellence that honor freedom of expression and complies with the First Amendment. This Policy establishes conditions for the Sales and Solicitation by Campus-based Users, Sponsored Users, and External Users. This Policy also mandates and ensures compliance with other University policies and State law; regulates the time, place and manner of the use of Sales and Solicitations; defines important terms; and identifies staff members who are responsible for required approvals, and describes consequence for violations of the Policy or its associated procedures.

III. APPLICABILITY AND IMPACT STATEMENT

This Policy addresses and regulates Sales and Solicitations at UMBC Facilities and in the University community. The Policy applies to divisions, colleges, departments, operating units, student organizations, Sponsored Users, External Users, and unapproved entities.

IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone	Email
Policy Clarification	Assoc. Director, Campus Life Operations	410-455-1446	schedule@umbc.edu
Reserving space in UMBC Facilities	Event & Conference Services	410-455-3615	schedule@umbc.edu
Event-related Advertising	Event & Conference Services	410-455-3615	schedule@umbc.edu

Cash Handling & Accounting Procedures for Student Organizations	Student Affairs Business Services Center	410-455-1129	
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V. UNIVERSITY POLICY

- A.** Sales and Solicitations, which interfere with the normal conduct of UMBC business, or which occur without the required Event & Conference Services (ECS) approval, are prohibited.
- B.** A Facility space reservation is required for all Sales and Solicitations on UMBC property and/or at UMBC Facilities (see *UMBC Policy #VI-4.10.01, UMBC Policy on Facilities Use*).
- C.** Advertisements for posting on UMBC property and/or at UMBC Facilities must comply with *UMBC VI-13.00.02, UMBC Policy on Posting of Notices and Event Roadway Signage on UMBC's Campus*.
- D.** All Sales and Solicitations held on UMBC property and/or at UMBC Facilities must comply with federal, state, and local laws.
- E.** Certain Sales and Solicitations are restricted or prohibited based on UMBC contractual obligations. Information on these restrictions can be obtained from ECS.
- F.** Sales and Solicitations are only permitted with ECS approval and only in designated spaces. Designated spaces are generally located in high foot-traffic areas. For a list of designated spaces, please contact ECS.
- G.** Users shall indemnify, save, and hold harmless UMBC, the State of Maryland, their agents and employees (hereinafter in this paragraph referred to collectively as "UMBC"), from and against any and all claims, demands, losses, damages, judgments, suits, proceedings, costs, expenses, or liabilities, including court costs, reasonable expenses of litigation, penalties and attorney's fees, of any nature whatsoever which may arise out of, relate to, or result directly or indirectly as a consequence of, the User's Sales and Solicitations, or any act, default, error, or omission of the User arising in connection with this Policy on Sales and Solicitations. The User agrees to, and shall, pay damages finally awarded or settlement amounts agreed upon to the extent based upon such action or claim, provided that User shall not settle any such claim or action unless such settlement completely and forever releases UMBC with respect thereto, or unless UMBC provides its written consent to such settlement. User further agrees to, and shall, reimburse the UMBC for any loss, costs, damage, or expense suffered or incurred by the UMBC.
- H.** Raffles or activities, as defined by Baltimore County, that involve games of chance must be registered through ECS and must comply with all Baltimore County regulations for such activities. Users must obtain a Baltimore County Gaming and Gathering permit. Information for obtaining such a permit can be acquired from ECS.
- I.** Sales and Solicitations by student organizations must comply with accounting procedures established by the Student Affairs Business Services Center (SABSC). Information related to cash-handling and deposit procedures for student organizations can be obtained from the SABSC.

- J.** Potential violations of this Policy by students and/or registered student organizations will be referred to Student Conduct & Community Standards for review. Sanctions for violating this policy by students and/or registered student organizations may include, but are not limited to: fines and/or restitution, loss of future posting and/or facilities use privileges, loss of recognition for registered student organizations, other disciplinary sanctions, and educational conditions appropriate to the circumstances. Potential violations of this Policy by University employees will be referred to Human Resources for review. Sanctions for violating this policy by University employees may include, but not limited to: disciplinary action and educational conditions appropriate to the circumstances by the University. Potential violations of this Policy by Non-university groups will be referred to the University Police and may be subject to criminal prosecution and/or arrest.

VI. DEFINITIONS

University or UMBC	University of Maryland, Baltimore County (UMBC)
Event & Conference Services (ECS)	UMBC’s point of contact for scheduling use of Facilities and events and activities, including Sales and Solicitations, at UMBC and its Facilities. ECS reviews requests for approval, schedules use of Facilities space, coordinates services, and generates the contracts associated with use of Facilities.
Student Affairs Business Services Center (SABSC)	A department within the Division of Student Affairs at UMBC that oversees accounting procedures for student organizations that are recognized by the Student Government Association.
Campus-based User	All UMBC divisions, colleges, departments, operating units, and student organizations using the requested Facility for UMBC business with appropriate authorization to provide a UMBC chart string to which all charges associated with usage will be billed. If the Facility use is not for UMBC business or if the Campus-based User planning the Facility use cannot demonstrate that the majority (minimum 51%) of attendees will be current UMBC students, faculty, or staff, then the User will be classified as a Sponsored User or External User for the purposes of the Facility use. University business includes, but is not limited to, an event/activity that is a requirement of the Campus-based User as it relates to their mission.
Sponsored User	An organization or group whose affiliation with UMBC derives primarily from the participation of a UMBC employee in the organization's leadership, and whose organizational purpose advances or supports the educational, research, or public policy mission of UMBC.
External User	An individual, group of individuals, organization, association, or business which is not a Campus-based User or Sponsored User and is not affiliated

	with UMBC. Affiliation with UMBC, or not, will be determined in the sole discretion of, and by, ECS.
Soliciting or Solicitation or Solicit	Includes, but is not limited to: distributing or promoting, through advertising, any material; passing out literature, including post cards; affixing posters or literature on bulletin boards; requesting donations or a contributions of monies, goods, or services from individuals or groups; requesting money for individual or group benefit without the exchange of goods or services.
Selling or Sales or Sell	Offering products or services in exchange for monies, goods, or other services. This includes raffles and other games of chance.
Facilities or Facility	All buildings, land, and property owned, leased, operated, or controlled by UMBC
User	An entity approved by ECS to engage in Sales or Solicitation. A User will be classified as a Campus-based User, Sponsored User, or External User.

VII. APPROVAL AND PROCEDURES

- A. The Vice President for Student Affairs has approval authority for any requested exceptions to this Policy.
- B. Procedures for conducting Sales & Solicitations:
 - i. Contact Event & Conference Services in The Commons, Rm. 335 at 410-455-3615 or by e-mail at schedule@umbc.edu

VIII. DOCUMENTATION:

- A. None

IX. RESTRICTIONS AND EXCLUSIONS:

- A. None.

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

[UMBC VI-13.00.02: UMBC Policy on Posting of Notices and Event Roadway Signage on UMBC's Campus](#)

[UMBC Policy #VI-4.10.01: UMBC Policy on Facilities Use](#)

[Baltimore County Code of Regulations 1.01.01](#)

Administrator Use Only

Policy Number: VIII-16.00.01

Policy Section: Fiscal and Business Affairs

Responsible Administrator: Assoc. Director, Campus Life

Responsible Office: Campus Life

Approved by President: Revisions approved on 12/12/20

Originally Issued: _____ (date)

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