

**UMBC SALES AND SOLICITATION POLICY
(CONCESSIONS)
UMBC #VIII-16.00.01**

I. AUTHORITY AND PURPOSE

The concessions committee of the University of Maryland Baltimore County (UMBC) is charged by the Vice President of Student Affairs with the responsibility for reviewing and regulating sales and solicitations in accordance with federal, state and county laws and regulations as well as University policies and procedures. This authority does not include reviewing and regulating sales or services related to approved business activities which are operated or contracted by the University.

II. GENERAL POLICY

It is the policy of UMBC to protect the health and welfare of the campus community by requiring the following groups to obtain Concessions Committee approval before selling or soliciting on the UMBC campus or at University-related off-campus or on-campus activities:

- A. Campus and Non-campus Organizations
- B. Faculty, Staff and Student Groups
- C. Individuals and Departments
- D. Business Enterprises

III. COMMITTEE MEMBERSHIP

The Concessions Committee shall be a standing committee reporting to the Vice President of Student Affairs and chaired by the Director of The Commons or designee. Permanent membership shall include individuals from the Office of Student Life, Bookstore, Scheduling and Guest Services, Student Government Association, and University Food Services. A current membership list shall be maintained in the Office of the Vice-President for Student Affairs.

IV. MEETINGS

The Concessions Committee typically meets (as needed) bi-weekly throughout the year. The meeting schedule is maintained in The Commons Administrative Office.

V. DEFINITIONS

- A. "Concessions" are defined as activities involving soliciting, selling and panhandling (as defined in this policy) for gain or profit.
- B. "Campus Organization" is defined as a group which has been recognized and registered by UMBC in accordance with established procedures.
- C. "Non-campus Organization" is defined as any group not covered above. For purposes of this policy, all individuals are considered Non-campus Organizations.
- D. "Soliciting" is defined as a Non-Campus Organization, Individual, or Business Enterprise, asking for a donation or a contribution of monies, goods or services. Soliciting 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 as well as directly requesting donations or contributions from individuals or groups. Posting materials on anything other than bulletin boards is prohibited as outlined in The Commons Posting Policy, the Residential Life Posting Policy and the General Campus Posting Policy.
- E. "Panhandling" is defined as soliciting money for individual or group benefit without the exchange of goods or services.
- F. "Selling" is defined as offering products or services in return for monies, goods or other services. This includes raffles and games of chance.
- G. Pre-approved items are enumerated below. Approval for these items does not necessitate a concession request form but facility reservations requests are necessary for the activity. (See the Campus and Guest Services Office for facility reservations.)

Bake Sale Items: Cookies, muffins, brownies, cakes, etc. - home-baked goods.

Other approved food items: Candied apples, snow cones, packaged cotton candy, gummy bear bulk sales, popcorn.

Personal Services: Face painting, cookie grams, candy grams, flowers.

Bulk fund-raising items: Krispy Kreme (by the dozen), pizza fund-raising kits.

50/50 Split Programs: Items purchased through the UMBC Bookstore/OTC - 14 candy, clothing, paraphernalia, etc.

Raffles: (require gambling permit) - see OSL Event Advisor

Craft or art items created by UMBC students, faculty, staff may be displayed, displayed for sale or actively sold with the approval of the Director of The Commons.

VI. REGULATIONS

All groups listed under the General Policy must adhere to the following regulations:

- A. Campus organizations which sell alcoholic beverages must be properly registered through the Office of Student Life. For appropriate procedures, refer to the UMBC Alcoholic Beverage Policy as revised and published on the Student Affairs website (www.umbc.edu/saf) and in the student handbook.
- B. Campus organizations which make or prepare baked goods, homemade candy, crafts, art objects and the like to be sold by that organization must be properly registered through the Office of Student Life and the Concessions Committee.
- C. In selling, soliciting or panhandling off-campus, it is expressly forbidden for anyone to represent the University or to use the University's name without written permission from the University's Concessions Committee.
- D. The group shall adhere to all University, city, county, state and federal regulations and laws.
- E. The group shall indemnify, save and hold harmless the University, its agents and employees, from any and against all claims, demands, losses, damages, judgments or liabilities (including penalties and attorney's fees) of any nature whatsoever which result directly or indirectly from any act, default, error or omission of the organization arising in connection with this policy. The organization further agrees to assume, at its own expense, the defense of any of the aforesaid claims or any actions based thereon and reimburse the University for any loss, cost, damage or expense suffered or incurred by the University.
- F. Specific details of the activity, as listed below, must be provided in writing via the concessions application form:
 1. Name of organization conducting/sponsoring activity.
 2. Purpose of selling or soliciting.
 3. Date, time, location and place of selling/soliciting.
 4. Manner of selling/soliciting.
 5. Additional information as may be requested by the Concessions Committee to enable it to make its decision.
- G. Raffles or activities involving games of chance must be properly registered through the office of Student Life and must comply with all the regulations of that office as well as the regulations of this policy.
- H. Concessions which take place in non-public areas or which interfere with normal conduct of business are prohibited.
- I. Advertisements posted on campus for events held off campus by a Non-Campus Organization, Individual, or Business Enterprise is prohibited.
- J. Advertising for an alcohol event, held on or off campus, must include the name of the university sponsor and a statement that proof of age will be required for admission to the bar area. If you choose to use the UMBC logo you must follow the guidelines outlined in the UMBC style guide. Alcoholic beverages must not be advertised as the main attraction for any university event. This determination, made prior to printing, shall be made by the Vice President of Student Affairs, the Director of the Commons, or their designee.
- K. Events held off campus, requiring the use of bus transportation must be registered with Campus Scheduling and Guest Services no less than ten business days prior to the event and must adhere to the following:
 1. Pick up and Drop off must be at Hilltop Circle and Commons Drive
 2. The sponsoring organization and the bus company must agree to jointly accept all responsibility for patrons while they are on university property or within the confines of the bus and must agree to hold the university harmless
 3. Any charges for event and/or transportation for event must be collected through ticket sales at the Commons Information Center (CIC).
 4. Failure to abide by these guidelines may result in busses being turned away from the UMBC campus and may result in a monetary fine.
- L. Selling may occur at no more than two locations on the campus at one time. Such selling is limited to three consecutive days by any one organization. Organizations must allow at least two weeks between activities. Non-campus vendors are limited to three consecutive days on campus, no more than two times in one semester and at one location
- M. Credit card solicitation is prohibited

VII. PROCEDURES FOR REQUESTING APPROVAL

- a. An organization whose proposed activity requires space or registration must contact Campus Scheduling and Guest Services and receive a confirmation before the event may be advertised or occur
- b. All organizations must submit a UMBC concessions form two weeks in advance of the scheduled activity outlining their proposed activity.
- c. After receipt of request, the Campus Scheduling and Guest Services Coordinator will review and forward requests to the Concessions Committee. The Committee will render a decision as soon as possible. At least three committee members shall be involved in the review and be required to render a decision. A signed copy will be forwarded to the organization when a decision is reached.
- d. Appeal of a negative decision may be made in writing to the Vice President for Student Affairs/designee within five business days. Appeals must contain all appropriate materials pertaining to the original request. A copy of the appeal including the request and supporting documents shall be forwarded simultaneously with the notice of appeal to the Concessions Committee. The decision of the Vice President/designee is final.

VIII. ENFORCEMENT

Campus officials have the authority to request all groups to show their approved Concessions Applications. Vendors not authorized to sell or solicit, who persist in such activity, may be prosecuted under Article 27, Section 577A and 577B (Trespass) of the Annotated Code of the State of Maryland,, and other applicable statutes. Students or student groups may also be referred to the University Office of Judicial Affairs.

IX. POLICY REVIEW

The Concessions Committee may review this policy from time to time. Proposed changes should be directed to the Chairman of the Concessions Committee, the Executive Director of The Commons.

Policy Number: VIII-16.00.01

Policy Section: Fiscal and Business Affairs

Responsible Administrator:

Responsible Office:

Approved by President:

Originally Issued:

Revision Date:

UMBC Concessions Form

Requests submitted after event date will not be processed. Committee meets bi-weekly therefore form must be submitted no later than 3 weeks prior to event date.

Return form to Campus Scheduling, Commons 335. Questions call 53615.

Organization: _____

Contact Name: _____

Email: _____ Phone: _____

Event Title, Date and Location: _____

Are you selling items? _____ Giving items away? _____

Description of item(s) to be sold/given away: (All items must be specifically spelled out with estimated amount . The more specific, the faster the process).

Where was item obtained? _____

How much per item? _____

If your intent is to sell/give away books, please visit the Director of the Bookstore prior to completing this form.

Pre-Approved Items (this form must be submitted, even for items below):

- **Bake Sale Items:** Cookies, muffins, brownies, cakes-home-baked goods.
- **Other Food Items:** Candied apples, snow cones, packaged cotton candy, gummy bear bulk sales, popcorn.
- **Personal Services:** Face painting, cookie grams, candy grams, flowers.
- **Bulk Programs:** Donuts (by the dozen), pizza fund-raising kits.
- **50/50 Split Programs:** Items purchased through the UMBC Bookstore/OTC – 14 candy, clothing, paraphernalia, etc.
- **Raffles:** (require \$30 gambling permit) – See Event Advisor

Approved

Not Approved

Please state reason for non approval.

Until such time as the provisions stated in this form are met, your only choice is to obtain items from UMBC Bookstore (x52695) or UMBC food service provider (x51207).

Organization Contact Signature

Campus Scheduling

Food Services

Bookstore

Food Contractor for Campus