



AN HONORS UNIVERSITY IN MARYLAND

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

I. POLICY STATEMENT

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

II. PURPOSE FOR POLICY

This Policy is adopted to establish regulations and the process to conduct Sales or Solicitation at UMBC in accord with UMBC's mission, goals, and policies. This Policy regulates Sales and Solicitations that may occur at UMBC and establishes required approvals.

III. APPLICABILITY AND IMPACT STATEMENT

This Policy addresses and regulates Sales and Solicitations 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 |
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| Policy Clarification | Assoc. Director, The Commons | 410-455-1446 | |
| Reserving space in UMBC Facilities | Event & Conference Services | 410-455-3615 | schedule@umbc.edu |
| 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 | |

V. UNIVERSITY POLICY

- A. A Facility space reservation is required for all Sales and Solicitation activities on UMBC property and/or at UMBC Facilities (see *UMBC Policy #VI-4.10.01, UMBC Policy on Facilities Use*).
- B. 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*.
- C. All Sales and Solicitation held on UMBC property and/or at UMBC Facilities must comply with federal, state, and local laws.
- D. Certain Sales and Solicitation are restricted or prohibited based on UMBC contractual obligations. Information on these restrictions can be obtained from Event & Conference Services (ECS).
- E. Sales and Solicitation are only permitted with ECS approval in ECS approved spaces. Sales and Solicitations, which interfere with the normal conduct of UMBC business or which occur without ECS approval are prohibited.
- F. Users shall indemnify, save, and hold harmless UMBC, the State, its agents and employees (hereinafter 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. 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.
- G. 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.

- H. 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.

VI. DEFINITIONS

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| University | University of Maryland, Baltimore County (UMBC). |
| Event & Conference Services (ECS) | UMBC's first point of contact for scheduling events by Campus-Based, External Users, and Sponsored Users. This office schedules 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 may be billed. |
| 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 by Event & Conference Services. |
| 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 |

VII. APPROVAL AND PROCEDURES

- A. The Vice President for Student Affairs must approve any requested exceptions to this Policy.
- B. Procedures for conducting Sales & Solicitation:
 - 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. UMBC business is excluded from this Policy.

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

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| UMBC VI-13.00.02, UMBC Policy on Posting of Notices and Event Roadway Signage on UMBC's Campus | http://umbc.edu/policies |
| UMBC Policy #VI-4.10.01, UMBC Policy on Facilities Use | http://umbc.edu/policies |
| Baltimore County Code of Regulations 1.01.01 | http://www.baltimorecountymd.gov/agencies/law/countycode.html |

Administrator Use Only

Policy Number: _____ (note if there is a change in policy number from _____ to _____)
Policy Section: _____ (such as Fiscal and Business, Human Resources, etc.)
Responsible Administrator: _____ (same as noted in IV above)
Responsible Office: _____ (same as noted in IV above)
Approved by President: _____ [date(s)]
Originally Issued: _____ (date)
Revision Date(s): October 2017