



5900 S. Santa Fe Drive, Littleton, CO 80160 | Tel: 303.797.5692 | Fax: 303.797.5609 | www.arapahoe.edu

Protocol for Vending and Solicitation

Reference: BP 16-60 and SP 16-60

PURPOSE

The College has determined as part of its facilities use planning, to make certain College facilities available for solicitation and vending.

APPLICATION

This protocol sets out how members of students, employee, and the general public may go about reserving space for vending and solicitation. The requirements of this protocol do not apply to business representatives who have been invited or approved by CCCS Human Resources as part of an employee benefits plan acting in accordance with such invitation or approval, CCCS-affiliated entities and recognized student groups engaging in authorized Campus Community activities and CCCS service contractors in accordance with their contracts. Recognized student groups must work with their advisors to secure space for solicitation or vending related to authorized projects. CCCS-affiliated entities must work with their usual campus contact to secure space for solicitation and vending.

DEFINITIONS

1. Authorized Campus Community activity means any activity of a recognized student group that is within the group's mission, and any activity of CCCS-affiliated entities that are in support of CCCS' mission.
2. CCCS means the Colorado Community College System.
3. CCCS-affiliated entity means any foundation, partner, governmental agency or nonprofit service provider acting in support of the CCCS mission in accordance with prior approval by the System or College president or designees.
4. Official College activities means any College or System activity undertaken by or under the authority of a College or System official within the scope of his or her duty as part of the CCCS' mission.
5. Recognized student group means a student group recognized by the Student Engagement Center as an ACC Club.
6. Solicitation means the act of:
 - a. distributing solicitation materials including flyers, handbills, leaflets, placards, bulletins, newspapers, magazines, coupon books, samples, and promotional items;



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- b. marketing for commercial purposes, and offering information about services or sales;
 - c. seeking petition signatures or a donation (whether money, services, or tangible item).
7. Vending means any transaction that involves the exchange of money for services and/or goods.

PROVISIONS

Requests to reserve space for vending and solicitation on campus are coordinated through the Facilities Rental Office, room M1735. Vending and solicitation are permitted only by reservation.

Individuals or groups, including students and employees, who are interested in solicitation or vending activity for other than official College activities or approved Campus Community activities as defined above must make a reservation for a space through the Facilities Rental Office.

No reservation for solicitation or vending space will be granted for the following activities:

1. Any activity that competes with official College activities or businesses with which CCCS has entered into an exclusive contract (e.g., food service, beverage/snack vending); or
2. Any activity prohibited by local, state and/or federal laws (e.g., solicitation for credit cards, campaign contributions, sales or promotion of tobacco and tobacco-related products and marijuana or marijuana-related products.)

Solicitors and vendors can be located in the atrium only and at the current rental rate. The vendor or solicitor must adhere to the reserved location and this protocol. Locations are allocated based on space available and space appropriate to the proposed activity. Certain spaces and vending and solicitation opportunities may be limited to, or priority given to, recognized student groups or CCCS-affiliated entities depending on the nature of the activity, the location and the College objectives to be advanced by providing the vending and solicitation space.

Solicitors and vendors shall not disrupt official College activities or other reserved or authorized uses, impede pedestrian or vehicle traffic or access to buildings. Continuing to approach anyone who has indicated a lack of interest or stopping anyone, shouting, or using an amplifier of any kind is prohibited.

Violation of the expectation in this Protocol may result in being asked to leave immediately without refund. The College reserves the right to refuse to grant future applications to individuals or groups in violation of this procedure.



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This Protocol provides operational directives that interpret Board Policies and System President Procedures. It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice or benefit. To the extent that any provision of this Protocol is inconsistent with Federal or State law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. The College reserves the right to modify, change, delete or add to this Protocol as it deems appropriate.

*Version date: 11- 23-16