

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order

SOLICITATION (NON-COMMERCIAL AND COMMERCIAL)

Non-commercial solicitation, such as seeking donations or fundraising sales for non-commercial ventures, shall be permitted on campus subject to the time, place, and manner regulations set forth in this Order. This Order is not intended to curtail activity around collective bargaining.

Commercial solicitation on campus is prohibited unless prior written authorization has been obtained from the University President or designee. Persons wishing to engage in commercial solicitation on campus grounds may be granted permission (maximum of five (5) business days per academic term) if the proposed activity is conducted in accordance with the time, place, and manner regulations established below, unless such solicitation would be in violation of law or University/CSU policy. Contact the Office of the Vice President of Student Affairs to obtain authorization via the studentaffairs@cpp.edu email.

The time, place, and manner regulations and the approval process for non-commercial and commercial solicitations do not apply to fundraising activities of recognized student clubs/organizations, staff/faculty organizations, or auxiliary organizations. A registered club/organization's on-campus advisor is responsible for oversight of the club/organization's fundraising activities and ensuring appropriate approvals are obtained.

- A. **TIME:** Daily, 8 a.m. to 10 p.m., except for current Cal Poly Pomona students, registered student clubs/organizations, staff, faculty, and auxiliary employees, who may engage in solicitation (non-commercial and commercial) at any time in conformity with this Order.
- B. **PLACE:** A popular location is University Park, northeast grassy area of the entrance to the Bronco Student Center, but solicitation is allowed in any area generally available to students and the community, subject to the following exceptions: 1) distribution inside University buildings, with the exception of one-off, interpersonal exchanges, is prohibited; and 2) distribution in campus parking lots or placement of any written or printed materials on or in any motor vehicle parked on campus is prohibited.
- C. **MANNER:** Non-commercial and commercial solicitation must be conducted in a manner that (1) shall not unreasonably interfere with classes or any other University operations; (2) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic; (3) shall be carried out without sound amplification equipment; (4) shall be carried out without prolonged, repeated or harassing contact with those who have declined the solicitation; (5) shall not violate applicable laws including those pertaining to obscene matters; and (6) shall not occur during commencement. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded in appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Credit card solicitors are prohibited from offering gifts for filling out credit card applications.

- D. PERMIT: For approval to engage in solicitation on campus and to obtain the required permit, contact the Office of the Vice President of Student Affairs via the studentaffairs@cpp.edu email. This permit must be displayed at all times at the approved location and all parties must adhere to applicable guidelines for solicitation.