



## **Policy Number 2.2.1**

**Chapter: Administration**

**Title: Sales and Solicitations on Campus**

**Division/Department: Activation/Auxiliary Services**

**Policy Administrator: Chief of Activation**

**Adoption Date:**

**Revision Dates:**

### **1. PURPOSE**

Auraria Higher Education Center (AHEC) strives to maintain a campus environment that is conducive to learning and working while offering beneficial services to the campus community. Commercial sales and solicitations on campus are necessary to support students but can be disruptive. This policy establishes requirements and restrictions for these activities.

### **2. DEFINITIONS**

- 2.1. Auraria Campus: All grounds, buildings and facilities located within the boundaries of the Auraria Higher Education Center.
- 2.2. Constituent Institution: As defined in C.R.S. § 23-70-101(b), an institution of higher education at and within AHEC, including Community College of Denver (CCD), University of Colorado Denver (CU Denver), and Metropolitan State University of Denver (MSU Denver).
- 2.3. Sales or Selling: Offering goods or services for purchase, or distributing advertising materials, circulars, promotional items, or product samples.
- 2.4. Solicitation: Requesting people to make donations, contribute support for, or join any organization not affiliated with AHEC or a Constituent Institution.
- 2.5. Vendor: An individual or organization not affiliated with AHEC or a Constituent Institution engaging in Sales or Solicitation on AHEC property, including non-profits.

### 3. POLICY

- 3.1. AHEC has entered into agreements with third parties to provide goods and services on the Auraria Campus. Leaseholders and contractors pay AHEC for the official authorization to do business on campus.
- 3.2. To maintain an orderly and peaceful campus, Sales and Solicitations by Vendors not affiliated with AHEC are generally prohibited, with certain exceptions. Non-approved Vendors will not be authorized to engage in Sales or Solicitations except as permitted by this policy.
- 3.3. Sales and Solicitations by Vendors are allowed only at pre-designated locations, as authorized by the AHEC Auxiliary Services Department. Door-to-door or roaming Sales and Solicitations are strictly prohibited on the Auraria Campus.
- 3.4. Institutionally recognized student organizations often sell promotional items at one-time special events. These sales are not in conflict with this policy so long as they do not provide goods or services (either individually or through partnering with an outside commercial enterprise) that are available for purchase from entities located on campus (such as the campus bookstore, Vendors who lease space, and exclusive contractors), except with approval from Auxiliary Services. Not less than 10 days' advance notice to Auxiliary Services of the group's intent to hold such a sale is required.
- 3.5. Sales and Solicitation activities on campus must be approved, in advance, by the Auxiliary Services Department. Approval will be granted only for activities that:
  - Have a benefit to students, AHEC, and/or the Constituent Institutions;
  - Comply with all applicable laws, regulations and policies;
  - Meet Constituent Institution licensing requirements; and
  - Are conducted in a non-disruptive manner.
- 3.6. Sale or distribution of any item that would infringe upon a trademark or copyright is prohibited. Exceptions will be granted only with the written consent of the trademark or copyright holder.
- 3.7. No Vendor Sales or Solicitations of financial services products or services (banking, credit or debit cards, ATMs, cash payment or transfer services, loans, layaway plans, etc.) will be permitted except with the written approval of the Chief Financial Officer.
- 3.8. Tivoli Station has the sole and exclusive right to sell the following products on campus:
  - New and used textbooks (including the buyback process of used textbooks)

- Course materials (course packs, course audio tapes, course CDs, language tapes/CDs, art supplies)
  - Books (general reference books, leisure books, paperback books, fiction books, workbooks, etc.)
  - School logo items (class rings, soft goods, gifts, and other novelties)
  - Technology accessories and calculators (employee and student personal use)
  - Other merchandise ordinarily rented or sold in college bookstores
- 3.9. To avoid conflicts in the use of space and disruption of the orderly operation of the campus, and to ensure the safety of the campus community, AHEC does not permit the setting up of any structures, including, but not limited to, tents, poles, signs, tables, booths, displays, etc., for purposes of Sales and Solicitations at any location on campus, except as approved in advance by the Auxiliary Services Department.
- 3.10. Food and beverage Sales on campus are exclusive to AHEC and its official leaseholders, contractors of AHEC or the Constituent Institutions, and authorized caterers, except for limited, temporary Sales by registered student organizations. Anyone offering food or beverages on the Auraria Campus must comply with all applicable health and safety laws and regulations.

**4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Chairperson of the Auraria Board