



# BUSINESS INFORMATION APPLICATION: TO DISTRIBUTE INFORMATION, SOLICIT SALES, OR CATER

Date of Application: \_\_\_\_\_ Requested Date(s)<sup>1</sup>: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Preferred Time(s)<sup>1</sup>: \_\_\_\_\_

<sup>1</sup>Approved applications are only valid for one calendar month; a new application will need to be filled out for each calendar month

Organization Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Desired Location: **Indoors**  **Outdoors**  **First Available**  **Specific Space:** \_\_\_\_\_

Description of Activities<sup>2</sup>: \_\_\_\_\_

Is your request part of an event or vendor fair? If yes, please specify<sup>2</sup>: \_\_\_\_\_

<sup>2</sup>Food or beverages produced by an organization other than Aramark **cannot** be sold or distributed at vendor tables without specific approval.

Method of Information Distribution or Solicitation (posters, flyers, tables, etc.): \_\_\_\_\_

**Will Sales be conducted? (Please check one)** **Yes**<sup>3</sup>  **No**

<sup>3</sup>If **yes**, please provide each of the following (required):

FL Dept. of Revenue Tax ID#: \_\_\_\_\_

County Business Tax account #: \_\_\_\_\_

<sup>3</sup>Tables conducting sales will be subject to fees and limited to specific dates.

<sup>3</sup>All for-profit businesses, corporations, enterprises, etc. must be registered to do business in Florida.

**Will Samples be distributed? (Please check one)** **Yes**<sup>4</sup>  **No**

<sup>4</sup>If **yes**, please identify sample(s) to be distributed: \_\_\_\_\_

<sup>4</sup> If **yes**, are samples regulated by the FDA? **Yes**  **No**

<sup>4</sup>Informational materials for ingestibles must be provided when distributing these items.

**Will a licensed Caterer or food service provider be providing food for your event? (Please check one)** **Yes**<sup>5</sup>  **No**

<sup>5</sup>If **yes**, please provide each of the following (required):

Dept. of Business Regulation License #: \_\_\_\_\_

FL Dept. of Revenue Tax ID#: \_\_\_\_\_

**I hereby, acknowledge receipt of a copy of FGCU Policy 4.007 Postings and Solicitation on Campus and agree to abide by the provisions contained within the Regulation. I further acknowledge that my failure to abide by the applicable Regulation(s) or the failure of a representative of the business will result in the withdrawal of this permit at Florida Gulf Coast University.**

Applicant's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_


### UNIVERSITY USE ONLY

Approval has been granted to the above named organization to be present on campus for the purpose stated above pursuant to FGCU Policy 4.007 Postings and Solicitation on Campus during the period noted above.

University Representative's Name (Printed): \_\_\_\_\_

University Representative's Signature: \_\_\_\_\_

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

	<b>Florida Gulf Coast University</b> Policy Manual	Policy: 4.007
	<b>Postings and Solicitation on Campus</b>	<b>Responsible Executive:</b> Vice President for Student Affairs  <b>Responsible Office:</b> Office of Student Involvement

## I. POLICY STATEMENT

FGCU wishes to ensure that University business is effectively done in concurrence with open communications by members of the University community and its visitors.

## II. REASON FOR POLICY

Provide policy and procedures for FGCU Regulation PR9.006, Solicitation on Campus.

## III. DEFINITION OF TERMS

- A. *Bulletin Boards*: Permanent and officially designated display boards for the temporary posting of notices, advertisements, and solicitation materials.
- B. *Non-Commercial Solicitation*: Solicitation not related to sales or business transactions.
- C. *Ingestible*: Any substance (solid, gas, or liquid) that is taken into the body.
- D. *Outside Organization/non-University Persons or Entities*: An entity or an FGCU faculty, staff, or student acting on behalf of a person or entity other than FGCU.
- E. *Signs*: Flyers, posters, placards and notices that are temporarily erected or placed on campus and left unattended.
- F. *Solicitor*: A person or entity conducting non-University related sales or business transactions or distributing information related to non-University related sales or business transactions under FGCU Regulation PR9.006 and FGCU Regulation PR9.004.

## IV. PROCEDURES

- A. The distribution of materials or handouts on campus for the purpose of solicitation shall be done in accordance with University regulations and this policy.

- B. All Solicitors, including those persons who are students, faculty, or other University personnel, are prohibited from using University facilities, equipment, and services for the purpose of conducting non-University related sales or business transactions unless approved in accordance with University regulations and policies.
  - C. No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas.
  - D. Solicitation, sales, and distribution of information are not allowed in areas that have been previously scheduled by another entity.
  - E. Non-University sales or business transactions may only take place in designated areas during designated time frames.
  - F. Persons or entities wishing to distribute information and conduct non-University related sales or business transactions on campus require an approved Business Information Application. Approval of this form may be obtained by completing the Business Information Application obtained from the Office of Campus Reservations.
  - G. Campus Reservations may deny approval of a Business Information Application if the Solicitor seeks to:
    - 1. solicits participation in illegal activities;
    - 2. distribute ingestibles not regulated by the Food and Drug Administration (FDA);
    - 3. infringe on rights of existing contracts with the University; or
    - 4. violate University Policies and Regulations.
- Business Information Application denials may be appealed to the President or designee, pursuant to Regulation FGCU-PR9.004.
- H. Individual table locations can be rented by outside individuals or organizations for a daily fee. Table reservations and payment for table reservations are made through the Office of Campus Reservations or other Facility Use Custodian.
  - I. The Solicitor will be responsible for all costs incurred by the University for clean-up, removal of postings, damage(s), or debris associated with the Business Information Application or distribution of information. If the Solicitor is found to be in violation of this policy twice during an academic year, the Solicitor will not be allowed to conduct sales or distribute information for the remainder of the academic year.
  - J. Public Bulletin Boards and other designated locations are provided in order to post notices, advertisements, and solicitation materials. Public Bulletin Boards will be identified clearly with appropriate signage. The locations of public Bulletin Boards

will be provided by the Office of Student Involvement. No approval is needed to post on public Bulletin Boards, including the posting of solicitation materials.

- K. Department Bulletin Boards are only available for use by the designated department.
- L. Individuals are responsible for placement and removal of their own postings on public Bulletin Boards.
- M. Public Bulletin Boards will be cleared during the week following commencement each semester.
- N. Unattended, freestanding signs are not allowed.
- O. Non-commercial banners may be hung in the student plaza at specifically designated areas. Persons wishing to hang banners should contact the Office of Student Involvement for locations.
- P. In accordance with Regulation FGCU-PR9.004, Non-Commercial Solicitation may be distributed without prior approval person-to-person on campus but not in University buildings. Communications left unattended, placed on vehicles, or left in areas not designated as a public Bulletin Board are subject to removal.

**V. RELATED INFORMATION**

FGCU-PR9.006 Solicitation on Campus  
FGCY-PR9.004 Public Expression and Assembly

**VI. HISTORY**

New 08/14/09; Amended 07/09/12, 03/05/15

**VII. APPENDICES**

None

**APPROVED**

  
\_\_\_\_\_  
President

March 5, 2015  
Date