

## IX. On-Campus Sales and Solicitation

### A. Authorized Sales, Solicitations and Advertisements

The University has designated certain facilities and areas of campus for authorized sales, solicitations, and advertisements. For more information, please see the Table Vender Program (below) and Banners, Flyers and Posters (section X). “Commercial sales, solicitations, advertising, or other commercial activity” includes any activity whose purpose is to inform, induce, or encourage individuals or groups to purchase, rent, lease, or use (i.e. NOT purchase, rent, lease, or use) any goods or services. Door-to-door solicitation and sales is prohibited on all property USM owns, leases or controls.

### B. Table Vending Program

The University rents space to vendors in order to provide unique products and services that are not otherwise available on-campus to the USM community. For purposes of this policy, a vendor is defined as a business person or entity who wishes to offer their products and services at USM.

1. The Table Vending program is managed by the following offices:

on the Portland and Gorham Campus, contact Student Life at 207-4090  
on the Lewiston Campus, contact the Dean’s Office 207-753-6594

2. Indoor vending locations on each campus are:

Portland:	Luther Bonney Hall and Woodbury Campus Center
Gorham:	Brooks Student Center and Bailey Hall
Lewiston:	South Hall

3. To reserve space, the Vendor must:

- Submit a vending registration form and a *hold, harmless and implied consent form* to the appropriate office at least seven (7) days in advance. Electrical and internet access needs must be requested at the time of reservation.
- All items to be sold must be listed in detail on the reservation form and then authorized by a USM representative
- Pay the non-refundable rental fee by the due date indicated in the reservation confirmation. Rates are listed on the [Vending @ USM](#) Website. Vending fees will not be refunded if registration is canceled within the week of the scheduled reservation.

4. One 6-foot table and two chairs will be provided for each reservation.

5. If the University is closed due to weather or emergency situations on a date the Vendor is scheduled, the University will work with the vendor to re-schedule their reservation.
6. In order to allow for a variety of vendors within a limited amount of space and time, vendors will be allowed to vend for a maximum of three (3) class-session days per week and no more than six (6) class-session days per month. Vending can only take place when classes are in session, typically Monday through Thursday from 8:30 AM to 9 PM and Friday from 8:30 AM to 4 PM. Commercial vendors are prohibited from selling goods at USM on the following days:
  - a. All New Student Orientation dates
  - b. During final exam weeks in December and May
  - c. Weekends
7. Campus groups and organizations also use the same areas to conduct events and activities. At times, space may be limited for vendor use. In such cases, every reasonable accommodation will be made to provide vendors with alternative days and times on a first come, first served basis until all vendor spaces are taken.
8. During a Vendor's visit to campus the following guidelines will be expected and enforced:
  - a. All vendors must check-in with the office with whom he/she registered prior to setting up their table.
  - b. Vendors must follow all University policies while on-campus. This includes presenting only the products and services approved on the reservation form, and only at the table assigned, not using amplified sound, staying behind the table(s) or in their Vendor space, and not following, shouting, or otherwise significantly disturbing students and employees while vending their products on campus.
  - c. Vendors may display posters and banners from the front of their table only. Postings on walls and ceilings are prohibited.
  - d. Parking arrangements should be coordinated with Public Safety by the day of your visit to campus.
9. Additional Requirements for Food Vendors
  - a. Must comply with state and local licensing requirement for the community where the vending will occur.
  - b. Must comply with all state and local sanitary, health and safety requirements.
10. All vending machines must be authorized and managed through USM Dining Services.
11. USM is not responsible for any loss or damage to Vendors or their property, does not guarantee exclusivity of any products and services, and reserves the right to assign or reassign table locations and spaces.

12. The Table Vending Program coordinator for each campus, or their designee, shall act to resolve any conflicts or issues that may arise in the course of implementing this policy, or in resolving any issues that are not specifically covered by these regulations.

**X. Use of Banners, Flyers and Posters**

- A. All flyers posted on general use bulletin boards and inside the residence halls on the USM campuses must be stamped by the Student Life office in either the Woodbury or Brooks Student Centers or the Dean's Office at the Lewiston Campus. The office stamping the flyer will retain one copy of the flyer in their Events Binder. Flyers that are not stamped will be removed from the bulletin boards. By stamping the flyers, the University registers the flyer, but does not necessarily approve or disapprove of the flyer's content.
- B. Postings on the general use bulletin boards on-campus are limited to a maximum of 10 posters for a University event, or 5 posters for a non-University event; with no more than two flyers for the same event per board. Posting in the residence halls are limited to no more than 1 per floor and 1 per building lobby; with no more than 50 flyers total within all residence halls. Stamped flyers must be brought to 100 Upton Hall during regular business hours to be distributed to the Resident Assistants for posting within the residence halls. Posting are permitted up to two weeks before the event unless approved by Student Life.
- C. Specific posting areas are set aside on kiosks and bulletin boards for the posting of Housing, Jobs, Events, and FYI. Flyers attached to the wrong area may be removed and recycled. The office stamping the flyers is responsible for providing a list of locations of the general use bulletin boards.
- D. Flyers must be:
- 11"x17" or smaller
  - attached with tacks or masking tape
  - posted so not to obstruct the flyers of others
  - removed within 24 hours after the advertised event (residence hall staff take responsibility for posting and removing the flyers in the residence halls)
  - easily and immediately removable. Stickers, paint, chalking, etc. are not permitted
  - clearly contain contact information for the sponsor of the event
- E. Banners must be:
- registered with the Student Life office on the campus or the Dean's Office on the Lewiston Campus
  - hung in an approved location
  - attached with masking tape, or line clips
  - posted so not to obstruct the banners of others

- removed within 24 hours after the advertised event
  - easily and immediately removable. Stickers, paint, chalking, etc. are not permitted
  - clearly contain contact information for the sponsor of the event
- F. Flyers and banners must not contain
- references to the use, sale, or consumption of alcohol, tobacco, marijuana, or illegal drugs
  - pornography
  - profanity
  - anything in violation of USM policy or procedure or advertise or promote illegal activity
- G. Posting flyers is prohibited on vehicles, the inter-campus buses, on walls, in bathrooms, on windows, on doors, and on bulletin boards not for general use and all other places other than general use bulletin boards without appropriate authorization.
- H. The group, organization, and/or individual responsible for violating this policy may lose their privilege to post flyers on-campus and judicial and/or criminal action may be taken.
- I. Any posting/sign attached to a structure/building, tree, or put into the ground requires prior approval through a [Facilities Permit](#).
- J. The Departments of Student Life and the Dean's Office on the Lewiston Campus maintain the discretion to post information and advertisements of University sponsored events and programs as they see fit within the Residence Halls and Campus Centers assuming that doing so does not damage the facility and/or create a health or safety issue. All other posting by University employees must occur on bulletin boards or be approved by Facilities Management. Posting is not permitted in elevators, on painted surfaces, or on the windows of exterior building doors (other than the postings described below in "K").
- K. The University reserves the right to post Safety Notices and Timely Warnings anywhere necessary to reach the Campus Community.

## **XI. Chalking On-Campus**

Chalking on-campus sidewalks is permissible in outdoor, public areas accessible to rain using water-soluble sidewalk stick chalk (spray chalk is prohibited). Chalking is prohibited on all vertical surfaces. The chalked messages must not contain

- references to the use, sale, or consumption of alcohol, tobacco, marijuana, or illegal drugs
- pornography
- profanity
- anything in violation of USM policy or procedure or advertise or promote illegal activity