

On-Campus Solicitation Vending and Tabling

Student Affairs

Policy Owner: Vice President of Student Affairs

Effective date: February 1987

Approval date: February 1987

Schedule for Review: Spring 2030

Policy Summary:

Provide guests with guidance on how to solicit or tabling on Fort Lewis College campus.

Policy Statement:

General and Definitions

No solicitation vending, or tabling is allowed on the Fort Lewis College (FLC) campus, including the residence halls, except for provisions listed below.

For the purpose of this policy, **solicitation** is defined as the act of:

- Distributing commercial literature (including fliers), coupon books, samples, and promotional items,
- Marketing for informational and or promotional purposes, or
- Seeking a donation (whether money, services, or goods).

Vending is defined as any transaction that involves the exchange of money for services and goods.

Tabling is the promotion of events, departments or offerings without the exchange of money.

Approval Process

Any individual or group who is interested in solicitation tabling and vending activity as defined above must make a reservation for a space. Reservations must be made at least 24 hours in advance. Approval is not final until confirmation is received from the Student Union and Event Services Office and the appropriate fee is paid, when applicable.

Reservations can be made on-line at <https://www.fortlewis.edu/administrative-offices/event-services/event-services-home> Registered Student Organizations (RSOs) should make their reservations through the Dr. Terry R. Bacon Student Involvement Center at www.fortlewis.edu/leadership.

Prohibited Activities

No approval for solicitation and vending will be granted for the following activities:

- Any activity that competes with existing campus businesses (e.g., postal service, bookstore) or businesses with which FLC has entered into an exclusive contract (e.g., food service, beverage/snack vending) unless permission to sell or serve non-campus dining service food has been approved; or
- Any activity prohibited by local, state and/or federal laws (e.g., solicitation for credit cards, sales or promotion of tobacco and tobacco-related products, marijuana, or alcohol).

Rules and Procedures

Individuals and organizations granted an approval must follow the following rules and procedures:

Location

The solicitation and vending areas are limited to the lobby of the Student Union and just outside the Southwest entrance. Other locations may be approved if available and relevant to the proposed activity.

Availability

Solicitation and vending activities are available, Monday through Friday, 8 a.m. - 5 p.m., excluding final exams weeks, FLC official holidays, and summer sessions and breaks. Reservations outside of this time must be explicitly approved during the approval process.

Space is available on a first-come, first-served basis. However, campus events, such as student government elections, student move-in days, student orientations, and homecoming, will have priority over all other non-college sponsored solicitation and vending activities.

Limitation and Fees

All off-campus groups are limited to 8 days of solicitation per semester and will pay a solicitation fee each date. On campus groups have unlimited day based on first come first serve for solicitation and no fee associated per date. Any group who no shows more than 2 times without notifying the Events Office or Student Involvement Office could lose their privileges to table.

Exceptions for payment

This policy does not apply to the following entities:

- Business representatives who have been invited or approved by the FLC Office of Human Resources as part of employee benefits plan.
- FLC and/or its officially affiliated foundation and associations.
- Girl Scout and Boy Scout sales.
- FLC service contractors.

Cancellation and Refund Policy

If cancellation of a reservation is necessary, groups must notify the Student Union and Event Services Office or Student Involvement Center as soon as possible. Failure to do so more than two times will result in losing future solicitation, tabling, and vending privileges.

No refunds will be given for no shows or late cancellations within 24 hours.

Expectations

On the day of the approved activity, FLC will assign a space and provide a table. Solicitor vendors and people tabling are restricted to their assigned table space and must remain behind their assigned table, in order to avoid blocking pedestrian traffic. Materials should be displayed within their assigned space. For outside locations, one pop up shade canopy up to 10x10 with 40 lbs weights on each corner of the canopy per group is allowed. No other structure or display board larger than 2' by 3' is allowed.

Solicitors vendors and people tabling shall not disrupt normal FLC educational or business activities or impede pedestrian traffic or access to buildings. Physically approaching or stopping anyone, shouting, or using an amplifier of any kind is prohibited.

Violation of these expectations may result in being asked to leave immediately without refund. FLC reserves the right to refuse to grant future applications to individuals or groups in violation of this policy. FLC students and RSOs may be subject to the Student Conduct Code proceedings for violations. FLC employees may be subject to disciplinary procedures for violations.

Responsibilities:

For following the policy: All FLC community members and visitors.

For enforcement of the policy: Student Union and Event Services Office

For oversight of the policy: Vice President of Student Affairs

For procedures for implementing policy: Student Union and Event Services Office

For notification of policy: Policy Librarian

Review and Revision History:

Revised December 2012, Reviewed and Updated July 2, 2025