

## **GUIDELINES FOR SALES BY ON-CAMPUS ORGANIZATIONS**

1. Duplication of existing contractual University services shall be prohibited, except for non-profit and/or charitable organizations. This exception shall include, but not be limited to candy sales, Bake-sales, car washes, etc...and is subject to the approval of the contract service prior to approval by the Student Involvement and Operations Office. All goods and services sold must be of first quality (no seconds, irregulars or damaged goods) with applicable guarantee and/or warranty provided. All individuals/organizations bear full responsibility for the satisfaction of customers.
2. Permission to sell does not constitute an endorsement or guarantee of any opinion, product or service by Salem State University.
3. Individuals or organizations not complying with the sales policies of Salem State University may be subject to cancellation of sales privileges by the Director of Student Involvement and Operations or designee.
4. All requests for campus sales must be made via email to Student Involvement and Operations Office, [events@salemstate.edu](mailto:events@salemstate.edu). This form must be completed by the requester and submitted to the Student Involvement and Operations Office 72 business hours/ 3 business days prior to the time requested to begin sales. Requests for space are filled on a first-come, first-serve basis. Permission to sell will be issued for a specific period of time and location and will be subject to such limitations as the Director of Student Involvement and Operations or designee may prescribe.
5. Campus Facilities and/or space can only be used for charitable, religious, commercial, or political purposes if there is sponsorship from the appropriate recognized student organization and/ or University office or department.
6. The University is not responsible for any accidents incurred during the use of the space requested. All persons use campus facilities at their own risk.
7. Materials may not be hung, draped, or displayed on walls or windows without permission from the Student Involvement and Operations Office. All items must be used safely, so as not to cause any damage to University property. Organizations using campus facilities are responsible for any damages occurring during their use. All equipment must conform to local fire laws and ordinances. Sales must be conducted in accordance with all disciplinary rules and conduct regulations as outlined in the Student Conduct Code.
8. Sales are permitted in the Campus Center Lobby, Alumni Plaza, McKeown Plaza, and the Marsh Dining Hall lobby. Door-to-door sales and selling in areas not approved by the Student Involvement and Operations Office are not permitted.

9. Fees, if applicable, will be determined by the Director of Student Involvement and Operations or designee. All fees must be paid prior to the date of solicitation. Checks are to be made payable to Salem State University and delivered to the Student Involvement and Operations Office.

10. Permission regarding requests may not be granted in particular instances if it appears that any special circumstances exist which may impede University activities or place an unacceptable burden on the University's Public Safety Department and/or other administrative staff.

11. Harassment of members of the University community by those selling will be cause for immediate revocation of permission to sell on campus, at the discretion of the Director of the Student Involvement and Operations Office or designee. Requests to sell must not conflict with the mission of Salem State University or the University's Equal Opportunity Statement.