



## Solicitation and Posting Guide

Any student, student organization, solicitor, agent, or salesperson operating for his/her own benefit and for interests not directly connected with the University's interests is not permitted to solicit, advertise on campus, or participate in any University function without approval. All materials, upon approval, are restricted to areas designated by the approver to areas that will not disrupt the flow of traffic or facility standards.

Canvassing of the Residence Halls, University Apartments, the Student Union, or other University-owned property is not permitted. This includes door-to-door or person-to-person selling. Individuals wanting to purchase advertising through established formats should contact the person responsible for the respective advertising medium; (e.g., The Bengal newspaper, Holt Arena, Athletic Program, telephone book, event sponsorship, etc.).

The University reserves the right to deny solicitation rights to any program not in alignment with its role and mission, philosophy, policies, or applicable federal, state, and local laws. Permission to solicit on the ISU campus in no way reflects University endorsement, opinion, or policy. Violations of the Solicitation and Posting Guide may constitute a violation of the Student Code of Conduct or other University Policies and may be charged as appropriate.

All requests must be made in a timely fashion, meaning *at least* 48 business hours in advance. Some facilities may require requests to be made 2 or more weeks in advance to be considered. Students, solicitors, agents, and salespeople are expected to follow up with the facility they are wishing to solicit or post in to determine the appropriate timeframe.

Additional information regarding solicitation, posting, and related activities can also be found in Idaho State University Policy (ISUPP), [Use of University Space for Expressive Activity, ISUPP #11010](#). Official ISU Policies and Procedures take precedence in all instances of disparity in university documents.

### **Student Unions**

Solicitation for any purpose is expressly forbidden unless the Associate Vice President of Student Affairs & Student Unions has granted prior written approval. All arrangements must be made through the [Pond Student Union Scheduling and Events Services Office](#), [Bennion Scheduling and Events Services](#), or [ISU Meridian Sam and Aline Skaggs Health Science Center Events and Room Reservations](#).

### **Pond Student Union Vendor Space**

Rental space is available for vendors to reserve in the Post Office/ Bookstore hallway. Consideration for this space is given to Bookstore promotions first. There will not be space available for vendor use during Bookstore promotions. Arrangements must be made and approved in advance with the [Pond Student Union Scheduling and Event Services Office](#).

### **Food Service**

Chartwells has a contract with Idaho State University and is therefore the sole provider of catered food and beverage service for events scheduled in the Pond or Bennion Student Unions and all other facilities on the campus, except for the ICCU Dome, Rec Center and Davis Field. The ICCU Dome, Rec Center and Davis Field have their own regulations for food and interested parties should communicate with the managers of those buildings for further information and processes. Due to contractual and Health Department regulations, all sponsors must use the official University Food Service (Chartwells) as the caterer or request in writing to get the food service contractor's written permission for any exceptions.

The Continuing Education and Workforce Training Culinary Arts Program is a program within the University and provides some food services for the campus as part of its educational role. It is not the "contract" food service provider.

### **Publications**

Distribution of any publication on the campus must be approved by the Associate Vice President of Student Affairs & Student Unions.

### **Posters and Banners**

All buildings on campus have specific policies concerning the location of posters and banners. Facility managers should be contacted for approval prior to the posting of any materials.

### **Campus Recreation Facilities**

Prior authorization must be obtained from the office of the Director of Campus Recreation.

### **ICCU Dome**

The ICCU Dome Director of Events will evaluate each request prior to the event. Food service in the ICCU Dome operates on an in-house basis. Permission for food/beverage sales and posting guidelines by student organizations must be obtained from the ICCU Dome Director of Events.

### **Housing**

Housing may have additional requirements for solicitation and posting on University Housing properties outlined in the Housing Contract. The Director of University Housing should be contacted for any requests in their facilities.

### **Business, Sales, and Non-Commercial**

A. Door-to-door solicitation for sales, business, or non-commercial organizations is prohibited in the residence halls and apartment complexes. Agents may visit or conduct business with residents in the privacy of an assigned room or apartment of such facilities upon invitation of the resident.

B. A business, sales, or non-commercial organization, at the discretion of the Director of University Housing, may rent space in a public area in a residence hall or apartment complex.

### **Political Campaigning**

- A. Door-to-door campaigning for ASISU, local, state, and national office is not allowed in the residence halls. The hours for door-to-door campaigning at apartment complexes are from 10:00 a.m. to 9:00 p.m.
- B. Residents with current room/apartment assignments are allowed to post campaign posters on their doors and windows if they are not permanently affixed and do no damage to such facilities. Candidates are not allowed to post campaign materials.
- C. Candidates may campaign in the Turner Dining Hall during dining hours by reservation only. To reserve an information table, contact the Dining Hall Manager at 282-4319.
- D. Campaign posters, fliers, or other literature may be posted on designated bulletin boards in residence halls and apartments.
- E. Public areas may be reserved for informational tables and individual candidate forums through the Director of University Housing. Residence Hall floor lounges and TV lounges may not be used for these purposes.
- F. Harassment of residents, trespassing, or violation of any law, ordinance, or other University regulation is prohibited.

### **Student Organization Recruitment**

- A. Recognized ISU student organizations are allowed to recruit members in the residence halls and apartment complexes with written permission from the Director of University Housing.
- B. Student organizations, at the discretion of the Director of University Housing, may reserve space in a public area in the residence halls or apartment complexes.