

Chattahoochee Technical College

Solicitation (including Commercial Sales and Charitable, Political, or Religious Solicitation) by Off-Campus Individuals or Organizations

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without the express authorization of the Campus Life Coordinator.

Vendors requesting authorization to offer products or services on campus must submit a written request directed to the Campus Life Coordinator specifying all products and services to be offered, and indicating the specific dates and campus for which they are seeking authorization. Approval of all requests shall be at the discretion of the Campus Life Coordinator.

Chattahoochee Technical College reserves the right to refuse access to the campus if the activity creates a safety hazard, is disruptive to normal business operations or otherwise fails to comply with the requirements of this policy.

This policy does not apply to individuals or organizations who are invited to campus by Authorized Chattahoochee Technical College administrative personnel as part of an approved College activity or event.

Vendor Guidelines

All vendors who wish to be authorized to offer services or products must be approved by and registered through the Campus Life Office. Chattahoochee Technical College does not endorse, nor does it recommend any of the services offered by any vendor. A vendor will be allowed on a specific campus location of Chattahoochee Technical College *once a month and no more than six times per year in two (2) hour time blocks. Available times for vending are generally 8am-5pm Monday-Thursday, with the exception of federal and state holidays.* The number of vendors allowed on campus at any one time may be limited to prevent disruption of the activities of the College. Vendor applications will be approved on a first come, first served basis.

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

A request may be denied if the Campus Life Coordinator determines that the proposed event will constitute a clear and present danger to the College's orderly operation by the group through their advocacy of one or more of the following:

1. Provoking individuals to engage in immediate violence, including, but not limited to, the violent overthrow of the Government of the United States, the State of Georgia, or any political sub-division thereof.
2. The willful seizure, damage, or destruction of the College's buildings or other property.
3. The forcible disruption, impairment, or interference with the College's regular schedule of classes or other educational functions.
4. The physical harm, coercion, harassment, intimidation, or other invasion of lawful rights of the College's officials, faculty members, staff, students, or campus guests.
5. Other campus disorder of a disruptive violent nature.

Additionally, a request may be denied and/or a vendor/organization may be requested to leave the campus to prevent and/or alleviate disruptive activity, blocking doorways, obstruction of vehicular or pedestrian traffic around campus, excessive noise that interferes with classroom, business or other College activities, interference with the normal functions and processes of the College or the rights of others to effectively use College facilities and property, or to prevent imminent threat of physical violence or destruction of College property.

Rules and Procedures

The following rules and procedures for vendors must be strictly followed. Vendors not adhering to these rules will be asked to leave the campus.

- Each vendor is allowed one (1) six foot table and two (2) chairs with access to an outlet unless specifically granted permission otherwise by the Campus Life Coordinator.
- Vendors shall be given a designated time to enter the campus for load in and set up.
- Vendors may NOT relocate chairs or furniture. All furnishings must remain inside the designated location.
- Vendors may not use any sound amplification equipment or motorized vehicles. Chattahoochee Technical College equipment will not be available for use by vendors.
- Vendors may only conduct business at designated locations for the designated period of time. **Under no circumstance will vendors be permitted to roam the building, enter Classrooms, or solicit students and campus guests outside of the designated area.**
- Vendors may not prepare food on site, unless previously approved by the Campus Life Coordinator. Vendors wishing to sell any food items must receive proper approval from the Vice President of Administrative Services.
- All extension cords must be taped down. Chattahoochee Technical College does not provide extension cords for vendors.
- All exit doors will be kept clear at all times.
- Under NO circumstances will children be allowed on campus with a vendor.
- Vendors CAN NOT sell replicas and/or knock-offs of products, illegal or pornographic materials, or anything that may present a danger to individuals on campus.
- Vendors are required to remove signs, placards, litter, and other materials when the

approved activity period ends.

- Vendors must be in compliance at all times with the Chattahoochee Technical College student code of conduct, Chattahoochee Technical College policies and procedures, Technical College System of Georgia policies and procedures, the county and city laws relevant to a particular campus, Georgia state law, and federal law.

Vendors in violation of this policy shall be asked to vacate the campus immediately. Failure to vacate may result in criminal charges of trespass.

Within the context of these policies, the freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments of the United States Constitution are re-affirmed. The right, however, shall always carry with it an equal obligation for orderly conduct and non-interference with College functions or activities.

The College reserves the right to alter these administrative procedures and guidelines if necessary to ensure the academic as well as personal rights of the students, faculty, and staff of Chattahoochee Technical College.

CTC Office of Campus Life: Vendor Registration Form

Group Name: _____ Contact Person: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Preferred Date & Time of Activity: _____

Preferred Campus Location: _____

Will you need access to electrical outlets? If so, specify how many. Y N _____

Please specify services you will provide or products you will distribute. Please note whether you intend to sell any items.

Statement of Compliance and Release: In consideration of authorized use of Chattahoochee Technical College grounds and facilities as outlined in the policy and guidelines, I agree to abide by the conditions of the Chattahoochee Technical College policy and follow the local, state, and federal laws; and further agree to indemnify and hold harmless the Chattahoochee Technical College and the Technical College System of Georgia from any and all claims, demands, liabilities, losses, costs or expenses for any loss including but not limited to bodily injury (including death), personal injury, property damage, expenses, and attorneys' fees, caused by, growing out of, or otherwise happening in connection with my use of the property. I verify that I have read and that I understand the solicitation policy.

Signature

Date

*Please return this form at least 10 business days prior to your requested date of vending. Vendors will be contacted with a decision and if approved, set-up times will be discussed. Return registration form to the Campus Life Coordinator via Email:
campuslife@chattahoocheetech.edu*

For Office Use Only:

Date Received: _____ Approved (A) or Declined (D): _____

Coordinator of Campus Life: _____ Date: _____

Coordinator of Career Services: _____ Date: _____

Director of Student Engagement: _____ Date: _____