



**Policy Number and Chapter:** 04.013 Student Affairs

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**Policy Title:** Solicitation, Signs and Postings

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**Policy Statement.** The University of North Texas has the responsibility to maintain a campus environment conducive to achieving its principal mission of education. Accordingly, solicitation activities are allowed on the campus premises when permitted under this policy, the UNT free speech and public assembly policy, or by federal or state law. Otherwise, no solicitation shall be conducted on any property, structure, or facility owned or controlled by the University of North Texas. Solicitation activities may not substantially disrupt or materially interfere with the educational, administrative, or operational activities of the University.

**Application of Policy.** All students, employees, organizations and visitors. The policy does not apply to official academic and administrative activities and functions of the University.

**Definitions.**

1. **Campus Grounds** “Campus Grounds” means all outdoor areas owned, leased or controlled by the University that are common and accessible to all students, employees, and visitors, such as sidewalks, park-like areas and malls.
2. **Employee.** “Employee” means a person currently employed by the University on a full-time, part-time or hourly basis.
3. **Expressive Activity.** “Expressive activity means the verbal or symbolic expression of an idea, thought or opinion and may include speeches, assembly, marches, parades, rallies, protests, picketing, distribution of non-commercial literature, circulation of petitions, graphic or pictorial displays and other similar activities intended to communicate an idea or opinion. Expressive activity does not include speech that is likely to incite or produce imminent lawless action, expression that consists of fighting words or threats of physical harm or expression that is defamatory, obscene or commercial in nature.
4. **Outside Salespersons.** “Outside Salespersons” means individuals or organizations wishing to engage with University of North Texas students, employees, or visitors for commercial purposes.
5. **Posting.** “Posting” means affixing, projecting, placing, or otherwise exhibiting signs, banners, literature, or other material to University property including facilities, structures, equipment, or campus grounds.
6. **Registered student organization.** “Registered Student Organization” means a student organization that has completed the requirements of registration with the Student Activities Center.

7. Solicitation. A request by an individual or group on the campus premises for a student, employee or visitor to provide time or resources, including but not limited to selling merchandise, tickets or services, recruiting, and displaying or distributing advertisements for commercial or business purposes.
8. Solicitor. "Solicitor" means any person or entity engaged in solicitation.
9. Sponsored Group. "Sponsored Group" means a vendor or external organization that has contracted with a registered student organization or an employee organization to offer products (other than food) or services on campus.
10. Student. "Student" means any person who is currently enrolled and attending the University of North Texas and, for the purposes of this policy, it also includes student organizations and student groups.
11. Visitor "Visitor" means a person who is not a student or employee of the University of North Texas or a component of the UNT System.

### **Procedures and Responsibilities.**

- I. Expressive Activities. Individuals may engage in expressive activities in an outdoor area of campus as outlined in UNT Policy 07.006 (Free Speech and Public Assembly on Campus Grounds), and this policy shall be interpreted consistent with the Free Speech and Public Assembly on Campus Grounds policy.
- II. Solicitors. Only approved contracted vendors, organizations, and departments are eligible to solicit individuals on UNT property. Solicitors can seek approval by the appropriate Vice President or be contracted by or through the University for appropriate business functions.  

Responsible Party: Associate Vice President of Auxiliary Services (AVPAS)
- III. Solicitation by Student Organizations. Registered student organizations are permitted to engage in solicitation on UNT property in order to recruit members, promote the organization's activities, accept donations on behalf of a charitable organization, and/or pursue fundraising endeavors following procedures outlined by the Student Activities Center.  

Responsible Party: AVPAS, Student Activities Center, University Centers and Events (UCE), Conference and Event Services
- IV. Solicitation by Sponsored Groups. Sponsored Groups must coordinate any solicitation requests through the Department of UCE Conference and Event Services.  

Responsible Party: AVPAS, Executive Director of Dining & Executive Director of the Union
- V. Sale of Food or Drink. Selling or otherwise distributing food or beverages on university premises is prohibited except by vendors authorized by the university and with prior written approval by UNT Risk Management Services and Dining Services.

Responsible Party: Executive Director of Dining Services & Risk Management Services

- VI. Solicitation by Outside Salespersons. UNT allows solicitation by outside salespersons to provide the university community with maximum beneficial access to the marketplace. Outside salespersons are required to abide by designated university and state procedures for conducting commercial activities on state property. Written permission must be obtained in advance.

Responsible Party: AVPAS & Risk Management

- VII. Solicitation within Residence Halls. Door to door solicitation in residence halls is not permitted. Solicitation is permitted in the lobby area of each residence hall for educational or charitable purpose in accordance with Department of Housing and Residence Life guidelines.

Responsible Party: Director of Housing and Residence Life

- VIII. Signs, Chalking and Postings.

A. Written Solicitation Material.

Solicitations may be posted on designated bulletin boards, sign holders, yard signs, or digital boards. It may not be posted on walls, windows, doors, glass, tile, or other surfaces not specifically designed or designated for this purpose.

B. Yard Signs.

Yard signs may be posted for up to ten (10) calendar days in designated areas. Signs specific to an event, program, or activity must be removed within two (2) days after the advertised event.

C. Chalking.

Chalking on University sidewalks is permissible subject to the following guidelines:

- i. Chalking is limited to water-soluble chalk (e.g. sidewalk chalk) on sidewalk surfaces that are open to the natural elements. Markers, paints, oil-based product, and other non-soluble (permanent and semi-permanent) products are prohibited.
- ii. Chalking is prohibited on patios, atriums and other covered outdoor areas, exterior or interior walls, benches, fountains, statues, trees, windows, doors, bus stops and light posts.
- iii. Overwriting, erasing, defacing, or otherwise altering existing postings, signs and chalking is prohibited.

Responsible Party: Associate Vice President for Facilities

- IX. Review of Solicitation Decisions.

- A. Individuals and organizations may request review of an enforcement decision related to this policy by the appropriate university official identified below:

- i. Review of decisions concerning Sales, Chalking and Postings – Associate Vice President for Facilities.
  - ii. Review of decisions concerning other solicitation – Associate Vice President for Auxiliary Services (AVPAS).
- B. Review Procedures
- i. The request for review must be submitted to the designated university official no later than three (3) business days from the date of the decision enforcing this policy.
  - ii. The request must be in writing, state the reason why the individual or organization believes the enforcement decision is incorrect, and provide any documents and additional information the individual or organization would like the official to review.
  - iii. The reviewing official, may, but is not required to convene a committee to review the request. If appointed, the committee must consider the request and make a recommendation within five (5) business days of receipt of the request by the reviewing official. The committee should consist of one student (appointed by the Student Government Association), one faculty member (appointed by the Faculty Senate), and one staff member (appointed by the Staff Senate).
  - iv. The reviewing official normally will make a decision no later than six (6) business days from receipt of the request for review. The official's decision is final.

Responsible Party: AVPAS; AVPF

X. Violations.

Individuals and organizations who engage in solicitation in violation of this policy will be asked to cease the solicitation activity and leave the premises; may be denied opportunities to solicit on campus in the future; and may be required to pay the cost to repair any damages caused to UNT property. Students and employees who violate this policy are subject to disciplinary action, including suspension or termination, as applicable.

Responsible Party: Students, employees, organizations and visitors conducting business on UNT campus

**References and Cross-references.**

UNT Policy 07.006, Free Speech and Public Assembly on Campus Grounds  
UNT Policy 07.008, Housing  
UNT Policy 07.019, Student Organization  
UNT Policy 11.003, Signs, Posters and Advertisements  
UNT Housing Handbook

## **Forms and Tools.**

Instructions and application forms:

<http://studentaffairs.unt.edu/student-activities-center/programs-and-services/student-organizations/event-application>

## **Revision History**

<b>Policy Contact:</b>	Associate VP for Auxiliary Services
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