

UNIVERSITY OF MAINE  
**FOR**

1. Off-campus organizations and individuals must have all posted advertisements approved by the Office of Student Affairs prior to posting. All off-campus postings and advertisements must be free of prohibited language and information as listed in this policy section I, A
2. Advertisements by off-campus groups or individuals must be posted in areas specifically designated for public postings.
3. All rules listed above for on-campus organizations and individuals must be adhered to including the rules related to the Alcohol Advertisement Policy section VI.

## II. On-Campus Marketing/Solicitation/Booths

**On-campus sales, credit card promotions, clothing sales, raffles, fund raising sales, educational promotion, health promotion, soliciting donations, etc.**

### 1. On-Campus Organizations

1. On-campus organizations, made up of students, employees, or both, can sell or distribute items for fund-raising or educational purposes or solicit donations for a cause on campus premises.
2. Raffles held by on-campus organizations must first be approved by the Vice-President for Administration.
3. On-campus organizations may not sell or distribute items or solicit donations for a cause from office to office.
4. All on-campus organizations must comply with all applicable laws and University policies pertaining to fund-raising, soliciting donations, and selling or distributing items.
5. Any on-campus organization wishing to fund-raise or solicit donations off-campus must first seek approval from the President's Office.

### 2. Off-campus Organizations and Individuals

1. Off-campus organizations and individuals who wish to sell items on campus must first attain the permission of the Director of Student Affairs. According to University of Maine at Fort Kent Student Senate Policy, no corporate organizations (such as credit card vendors, cell phone vendors, or vendors of other emergent technologies or services) may sell items on campus. Non-corporate individuals (such as sweater or t-shirt vendors) may be allowed at the discretion of the Director of Student Affairs.
2. Off-campus organizations may distribute materials for educational and promotional purposes. Any organization or individual wishing to do this must first attain permission from the Director of Student Affairs.
3. The Director of Student Affairs will schedule dates and times with the organization or individual and will coordinate set-up of a booth space with Facilities Management. Booths will be set up in the main lobby space of Cyr Hall. Other locations will be used only if the main lobby is not available. Solicitors must not actively solicit from any university student or employee in any other public area of the campus. No vendor can impede any means of egress or the normal traffic or operation of University students or personnel at any time.
4. No off-campus organization or individual may sell food items on campus. This is due to contractual stipulations agreed upon by the University and Sodexo Corporation (food service).
5. Off-campus organizations, individuals, and university employees or students representing off-campus organizations or themselves may not sell items or solicit donations from office to office.
6. The University reserves the right to remove a solicitor from its premises if all applicable laws and University policies are not adhered to.

## III. On-Campus Recruiting

**Job Recruiting, Graduate School Recruiting, Peace Corps Recruiting, Post-Graduate Military Recruiting, etc.**

### 1. All Recruiters

1. All career, graduate school, or post-graduate military recruiters who wish to recruit on campus must make all necessary arrangements for doing so with the Coordinator of Student Success.
2. The Coordinator of Student Success will schedule dates and times with the recruiting entity and will coordinate set-up of a booth space with Facilities Management. Booths will be set up in the main lobby space of Cyr Hall. Other locations will be used only if the main lobby is not available. Recruiters must not actively recruit from any university student or employee in any other public area of the campus.
3. The Coordinator of Student Success will ensure that all recruiting booths are provided with a sign that states the purpose of the recruitment effort (i.e. Career Opportunities, Graduate School Recruiting, etc.).
4. No other undergraduate university, community college, or college may recruit on campus.

#### IV. Use of On-Campus Spaces by Off-Campus Groups or Individuals

##### **Public meetings, religious services, political campaigns, public forums, etc.**

1. Off-Campus Organizations or Individuals Sponsored By or Invited By a University Entity
  1. Off-campus organizations or individuals who are sponsored by or invited by the University or a University organization will be allowed to use campus spaces free or charge.
  2. Arrangements for custodial services and other such services must be handled by the University or University organization.
2. Off-Campus Organizations or Individuals Not Sponsored by a University Entity
  1. Off-campus organizations or individuals who are not sponsored by a University entity will be charge for the use of campus facilities.
  2. Off-campus organizations or individuals who have a history of hate speech, violence, suppression or discrimination against any individual or group will be prohibited from utilizing campus facilities.
  3. Arrangements for the renting of campus space for activities must be handled by the Facilities Management Office.
3. Political Campaigning
  1. Candidates for political office or their representatives or organizations with a political agenda on specific political parties or topics may campaign on University premises. Such individuals or organizations must adhere to solicitation policies for off-campus organizations and individuals. The University may not use its funds to support or co-sponsor such activity. The University reserves the right to host and sponsor such activities that fairly represent multiple sides to specific campaign issues or elections (such as public debates, forums, etc.).
  2. No political candidate will be allowed to post campaign posters, placards, or signs on University property. The University reserves the right to use such paraphernalia for advertisement and decoration

4. **Any protester or demonstrator who wishes to distribute materials must do so at his or her own expense and must comply with all policies related to campus solicitation.**

## VI. Alcohol and Drug Promotion

Policy:

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