

UNIVERSITY RULE

21.99.09.M1 **Access to University Property for Sales and Solicitation Purposes**

Approved December 21, 1996

Revised August 14, 1999

Supplements [System Regulation 21.99.09](#)

1. GENERAL

The President of Texas A&M University has delegated the authority to approve all public sales or solicitation on campus (excluding University auxiliaries and contracted vendors) to the University Concessions Committee, whether such solicitation is by an officially recognized student organization, Texas A&M University organization, nonprofit, non-student organizations authorized to use Texas A&M University licensed marks, or vendors providing “start-up” services for Texas A&M University students. All other sales or solicitation by outside vendors require approval of the Department of Contract Administration.

2. DEFINITION

2.1 Solicitation is defined as advertising, the taking of orders, sales, donations, collecting and distributing literature marketing applications or promotional materials.

2.2 Campus is defined as all University-owned property located in Brazos County, Texas, including Main Campus, West Campus, Hensel Park, University Apartments, Research Park, and the Riverside Campus.

3. PERMITS

3.1 Student and University organizations wishing to solicit or sell on campus are required to obtain written permission prior to beginning the activity. Permission normally will be granted for direct selling only when the merchandise to be sold or distributed to the public by a University recognized student organization on Texas A&M University property or at an event sponsored or cosponsored by a University organization reflects the mission and/or purpose of the organization.

3.2 The Texas A&M University Concessions Committee, which reports to the Vice President for Student Affairs, is responsible for granting permission for direct sales and solicitation on the campus. The Concessions Committee is composed of faculty, staff, and student representatives of the University community appointed on an annual basis by VP for Student Affairs. Concessions permit request forms are available in the Department of Student Activities. Applicants should submit

their requests to the Department of Student Activities at least 48 hours (two full working days) prior to the requested date for beginning operations.

- 3.2.1 Concessions permits are limited to five days in a thirty-day scheduling period to provide equal access to all organizations.
- 3.2.2 A copy of Texas State Sales and Use Tax Permit must be on file if the concession involves a sale of any kind.
- 3.2.3 No concessions permit to solicit on campus is required if:
 - (1) such solicitation is done through the *Battalion*, U.S. Postal Service, or by telephone, and provided the actual transactions are conducted off campus;
 - (2) students, faculty, or staff advertise personal items (i.e. "for sale" or "wanted") on the bulletin boards designated for that purpose; or
 - (3) a recognized student (including residence halls) or University organization sells certain selected items to its members ONLY.

Copies of Concessions Guidelines are available from the Department of Student Activities.

- 3.3 A concessions permit may be rejected or revoked by the University Concessions Committee if at any time the sales and solicitation actions of an organization disrupt the normal activities on the campus.
 - 3.3.1 Justifiable reasons for rejection or revocation may include, but are not limited to, failure to comply with the basic requirements as outlined, faulty merchandise, complaints from or inconvenience to other members of the University community, solicitation outside authorized areas, unsanitary conditions or procedures, misrepresentation, falsification of information on the permit application, interference with the educational mission of the University, interference with normal traffic flow and use, or blockage of buildings.
 - 3.3.2 Further disciplinary action beyond rejection or revocation of the concessions permit may include not permitting the student or University organization to conduct future sales or solicitation on campus for a specified time or recommending that student(s), faculty or staff involved in a Concessions Guidelines infraction be charged with a violation of University Rules and therefore be subject to disciplinary action.
- 3.4 If at any time the sales and solicitation actions of an organization or individual disrupt the normal activities on the campus, those organizations or individuals will be requested to cease their actions and, when appropriate, to leave the

campus. Should they refuse to cease their actions, or to leave, if requested to do so, they will be informed that they are trespassing on state property. Those authorities having jurisdiction will be called upon to remove such violators.

4. Advertisement or promotion of alcoholic beverages on the Texas A&M University campus, including University broadcasts or print media, is prohibited. Sponsorships or underwriting of University events shall exclude promotion of alcoholic beverages. This provision extends to commercial products and publications bearing the University insignia. The Battalion is exempt from this prohibition.

OFFICE OF RESPONSIBILITY: [Office of the Vice President for Student Affairs](#)