



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## POLICY

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**Title:** Posting and Solicitation

### Policy Statement

The University of Vermont ("University") is dedicated to free expression and facilitation of the exchange of viewpoints and ideas and, accordingly, it will support and protect the freedoms of speech, expression, petition, peaceable assembly, and association. It is also the responsibility of the University to establish and enforce reasonable rules governing the use of campus grounds and facilities ("University property" or "campus") so as to protect public safety and avoid undue disruption of University operations. This Policy is therefore intended to inform members of the University community and the general public of rules applicable to the use of University property for lawful solicitation and other expressive activity. Non-compliance with this Policy may lead to the denial of future privileges.

### Reason for the Policy

This Policy establishes principles in support of free expression and procedures for solicitation on University property to ensure safety, security, and order; to preserve the appearance, accessibility, and physical integrity of the campus; to limit the volume of commercial transactions on campus; and to enhance the educational experience of its students, all in furtherance of the University's educational mission.

### Applicability of the Policy

This Policy applies to all University students, faculty, staff, and officers; University academic and administrative units; University-recognized and University-affiliated groups and organizations and their members; and members of the public, including external entities, who wish to engage in posting or solicitation on University property.

### Definitions

Disruption See the [Free Expression; Campus Speakers; Response to Disruption Policy](#)

Posting all time limited or temporary methods of distributing information in physical or hardcopy form, including, but not limited to, posters, fliers, table tents, signs, banners, chalked messages, lawn displays, or similar publicity materials. Permanent signs are regulated by Planning, Design and Construction.

Solicitation

Commercial solicitation: peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for-profit or personal economic benefit on University property or using University resources. It includes, without limitation, visits from vendors of textbooks, software, supplies, or equipment; and the distribution of handbills or posting of notices on behalf of private individuals or for-profit businesses.

Noncommercial solicitation: informational, rather than commercial, requests for action including, without limitation, through petition drives, public opinion polling, membership drives for recognized groups and organizations, preaching, proselytizing, political organizing, canvassing, and campaigning, as well as charitable fundraising for the benefit of the University, University-recognized groups and organizations, or other nonprofit organizations.

## Procedures

### 1) Solicitation

All forms of solicitation that take place on University property are governed by both this Policy and the [Facilities and Grounds Use Policy](#). Specific types of solicitation may also be covered by other University policies, such as those listed at the end of this Policy.

All materials distributed on University property must clearly state the name of the organization or individual responsible for the publicity and/or event.

**Exclusive Use of Reservable Space for Non-Commercial Solicitation**. Prior registration through University Events Services is required for the reserved and exclusive use of space or venues that the University designates for such purposes (e.g., reservable space within the Davis Center; lecture halls; meeting rooms). Prior registration is not required for casual forms of non-commercial solicitation, such as leafleting, that do not involve the dedicated or exclusive use of University property, provided that access to, or the use of, buildings, grounds, or facilities may be subject to restrictions designed to protect safety, or to avoid disruption of customary campus activities.

Approval will be granted on a viewpoint-neutral basis. Approvals are subject to applicable time, place, and manner provisions. Activities that cause disruption will be suspended. Approval may be denied if the applicant has failed in the past to comply with this or related policies, permit procedures or conditions, or event expense payment requirements.

#### Reservable Outdoor Space

With the exception of the University Green, which is not available for solicitation because of its fragility and its designation as a historic landmark, outdoor public venues may be reserved for dedicated or exclusive use. These venues include:

- a. Royall Tyler Theatre Plaza
- b. Catamount Statue Plaza
- c. Davis Center Oval, Amphitheatre, and Green Roof
- d. Andrew Harris Commons and Green
- e. University Heights Amphitheatre or Basketball Courts
- f. Redstone Green and Redstone Quad
- g. Christie-Wright-Patterson Green

Additional information is available through University Event Services.

**Non-Commercial Solicitation; Non-Exclusive Use of Public Venues**. Unless they have already been reserved by another individual or group, lawful non-commercial solicitation may occur in shared publicly

available areas of the campus. Use of all public venues are subject to time, place, and manner restrictions designed to avoid disruption and protect public safety and maintain usual University operations, such as assurance of traffic ingress and egress; peaceable assembly; and compliance with noise, fire, alcohol and food safety laws, regulations, and ordinances.

**Non-Commercial Solicitation; Student Residence Halls.** In conjunction with the policies set forth in the University's Housing and Meal Plan Contract Terms & Conditions, non-commercial solicitation by residents or a recognized student organization is restricted to the lobbies and common areas of residential complexes (i.e. the spaces that connect residence hall buildings together, where the main desk is located). Non-commercial solicitation by non-residents, or by non-residents without the sponsorship of a recognized student organization, is strictly prohibited in Residence Halls. Residents and UVM student organizations seeking to staff a table, distribute literature, or engage in other forms of non-commercial solicitation within a residence hall must seek approval from, and register with, the Department of Residential Life. Door-to-door canvassing activities, regardless of purpose and individual affiliation, are strictly prohibited in the Residence Halls.

**Commercial Solicitation; all venues.** The use of University property for commercial solicitation by unaffiliated individuals or entities must be sponsored by authorized University officials or University-recognized organizations, as specified in UVM's [Facilities and Grounds Use Policy](#). Commercial solicitation is generally prohibited in University classrooms and classroom buildings, in laboratories and research facilities, in the non-public portions of administrative and office buildings, in library stacks and reading rooms, in study lounges, in residence halls, in dining areas, and in all areas of campus to which access is restricted or to which the general public is not invited. Additional information is available through University Event Services.

**Solicitation by Mail.** See the University's [Use of Campus Mail and Letterboxes](#) Policy.

**Solicitation in Campus Media.** Contact individual media organizations directly for advertising and insertion rates.

## 2) Posting

University students, faculty, staff, recognized organizations, administrative and academic units, and non-affiliates may engage in posting activities in accordance with the following guidelines. Postings made in violation of this Policy are subject to removal.

Permanent fixtures such as way finding signage and official university building signage, as well as temporary signage associated with construction projects, are not governed by this policy and must be reviewed and approved by Planning, Design and Construction. Additionally, the Chief Safety and Compliance Officer may approve the posting of temporary University-created signs for the purpose of promoting time-limited University-sponsored health and safety campaigns limited to posting locations that are appropriately tailored to maximize exposure to the intended audience and efficacy of messaging.

**Designated Bulletin Boards and Digital Displays.** Postings are limited to designated bulletin boards and digital displays ("posting spaces"). Designated posting spaces are broken down into three categories - 1) Locally Owned; 2) Internal Campus Use; and 3) Community Use. Posting spaces identified in categories 1 and 2 may be used only with permission of the owner. Digital displays are for internal campus use only.

All postings must comply with the following guidelines.

- a. All informational materials must clearly identify the sponsor.

- b. If the posting promotes a specific event, the event must be identified by title/subject, date, time, location, and sponsor.
- c. Postings may not cover any other existing posting.
- d. All postings must be removed within 48 hours after the event by the sponsor.
- e. All bulletin boards will be cleared of postings on a regular basis by the owner or designated University office.
- f. No 3-dimensional materials may be posted on any Community Use Bulletin Boards (materials must lay flat on the board).
- g. Materials may not be posted in a way that precludes or limits the ability of others to also engage in posting.
- h. Posting of commercial advertising on Locally Owned and Internal Campus Use bulletin boards is not permitted.

University offices and units may develop their own unit-specific policies, procedures, and guidelines to further govern posting in specific facilities or categories of facilities, such as local office doors and interior walls, shared office areas, and common residential spaces, in accordance with this Policy and applicable law. Absent unit-specific policies, procedures, or guidelines, posting other than as contemplated by this section is prohibited on University property. In all instances, local posting policies shall specify that personal messaging may not imply University endorsement, or, in the case of employees, interfere with their ability to carry out assigned duties.

Postings covered by this Policy must not be affixed to, block, or prevent the functionality of interior and exterior doors, interior and exterior walls, windows, fences, directional and informational signs, lamp posts, light poles, emergency equipment, bike racks, handrails, barricades, trees, hydrants, and any other location that is not designated as permissible herein. Postings may not be attached to surfaces which may be damaged by tape, glue, staples, tacks, etc., such as windows, glass doors, painted surfaces, vinyl wall covering, plaster, or woodwork. Materials such as bumper stickers or decals that can damage University property are prohibited in all instances, as is graffiti. No postings may be distributed and/or dropped over the campus from buildings or from moving vehicles, or placed on windshields of vehicles.

**Chalking.** Chalking is permitted on University sidewalks and roadways, provided that the chalk is water soluble and chalking is limited to an area where the chalk can be washed away by rain. Chalking is not permitted on any vertical surfaces, buildings, walls, statues, natural features of the campus (e.g. trees), or on any surfaces that are bricked or tiled. Chalking is not permitted within 20 feet of building entrances to reduce the chance of tracking chalk into a building.

**Banners and Flags.** See the University's [Banner Display](#) and [Flag](#) Operating Procedures.

**Lawn Displays.** Other than as approved by Planning, Design and Construction or the Chief Safety and Compliance Officer, lawn signs, such as A-frames and staked signage, may only be utilized for directional purposes in association with official campus events. Any other use is prohibited.

## Contacts

Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):	
Title(s)/Department(s):	Contact Information:
Director, University Event Services	The Villa, 220 Colchester Avenue Phone: (802) 656-5665 Fax: (802) 656-8034 <a href="mailto:EventServices@uvm.edu">EventServices@uvm.edu</a> <a href="https://www.uvm.edu/eventservices/">https://www.uvm.edu/eventservices/</a>
Chief Safety and Compliance Officer	Waterman Building, Room 348 Phone: (802) 656-8937

## Forms/Flowcharts/Diagrams

- [Request for Use of Space Online Form](#)

## Related Documents/Policies

- [Affiliated Organizations Policy](#)
- [Banner Display Procedure](#)
- [Computer, Communication, and Network Technology Acceptable Use Policy](#)
- [Facilities and Grounds Use Policy](#)
- [Free Expression; Campus Speakers; and Response to Disruption Policy](#)
- [Group and Organization Recognition Policy](#)
- [Political Engagement, Advocacy, and Campaign Related Activities Policy](#)
- [Temporary Structures Procedure](#)
- [University Name, Symbols, Letterhead, and other Proprietary Indicia of Affiliation Policy](#)
- [Use of Campus Mail and Letterboxes Policy](#)

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Policy

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	President
<b>Policy Number:</b>	V. 5.24.4	<b>Effective Date:</b>	August 13, 2020
<b>Revision History:</b>	<ul style="list-style-type: none"><li>• V. 3.4.16.1 effective May 27, 2009</li><li>• V. 5.24.2/V. 3.4.16.2 effective March 24, 2010</li><li>• V. 5.24.3 effective January 22, 2015</li></ul>		

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*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).*