I. PURPOSE & INTENT:

The University of South Florida authorizes the solicitation and/or sale of goods and services by external organizations on its Tampa campus only through formal written contractual relationships or through authorizing vendors to participate in the Bull Market. Commercial solicitation or the sale of goods and services by external organizations on the Tampa campus is otherwise prohibited. This Policy will be enforced by the University Police Department.

II. STATEMENT OF POLICY:

The University prohibits the posting, distributing, stacking or placement in racks of any commercial material or advertisements and prohibits the use of automobiles, fixtures or any physical structure meant for commercial solicitation or advertisement without specific approval as provided below. Any commercial material, publication or structure in violation of this Policy will be removed, destroyed or impounded at the discretion of the University Police Department. All costs incurred in the enforcement of this Policy will be the responsibility of the commercial entity (1) distributing or posting the literature or (2) whose name appears on the commercial literature:

Additionally, no material of any kind may be placed on automobile windshields. Other non-commercial material or literature, the author of which is identified, may be handed out or placed on any outdoor University location open to the general public in compliance with all other University regulations and policies. Other non-commercial speech activities are
permitted in outdoor University locations open to the general public exclusive of sidewalks, building entrances or other areas where normal traffic may be obstructed.

III. AUTHORITY:
The University President has delegated to each vice president the authority to enter into written contractual agreements with external organizations permitting the solicitation and/or sale of goods and services when it is in the best interest of the University, when it is appropriate to provide convenient goods or services for faculty, staff, and students, and when the goods or services support the educational mission of the University. The standard contract form developed by the General Counsel shall be used to reflect the terms and conditions of all written contractual agreements permitting the solicitation and/or sales of goods and services. A copy of all such agreements will be forwarded to the University Police upon execution.

IV. PROCESS STEPS:
A. Procedure:
1. Upon determination by one of the University's vice presidents that the University desires to permit solicitation or sale of particular goods or services, the Director of Purchasing and Financial Services or the Director's designee shall be consulted to determine if a procurement means other than the form agreement should be employed.

2. External or internal organizations or individuals desiring to solicit or sell goods or services on a periodic basis may do so only at the University's Bull Market conditioned upon application to and observation of the procedures established for this purpose by the Director of the Marshall Center.

3. Student, faculty, staff or individual members of the University community shall not serve as agents or sales representatives on the campus for external organizations, since this violates University policy and will be considered unauthorized solicitation by the business entity involved.
4. All fundraising or promotional activities planned by student organizations shall be reviewed and approved in accordance with student affair protocols.

5. Fundraising and promotional activities by employees shall be reviewed and approved by the appropriate vice president.

6. All persons wishing to post materials in or on a University building must receive prior approval from the person responsible for supervision of the affected building. USF students, faculty and staff will be given priority over non-University persons and entities.

B. Enforcement Procedures:

1. Costs: Any costs related to the removal of commercial literature or the structure or platform used in violation of the Policy will be the responsibility of the party named in the literature.

2. Discard or Impound: Any goods or property displayed, sold or used on a USF campus for commercial purposes without appropriate authorization, including but not limited to the actual sold property, goods or any structure upon which the commercial literature is displayed, may be discarded or impounded. If the property is impounded, the University Police Department will hold the property for a period of thirty (30) days. After thirty (30) days the property may be destroyed or sold at auction by the University Police Department with costs assessed against the responsible party named in the literature. To avoid sale at auction the owner may take appropriate action which may include:

   a. The owner provides proof that the property is not contraband;
   b. The owner makes an agreement with the University to sell the goods on campus; or
   c. The owner secures a court order for release of the property.
3. Restrictions on Email Use: USF Information Technology may restrict the unauthorized use of the USF email addresses or system for commercial solicitation purposes including blocking commercial solicitation or other use of email prohibited by Policy 0-502 Appropriate Use of Information Technology Resources.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.