



## **BEVILL STATE COMMUNITY COLLEGE AGENTS, VENDORS, AND SOLICITORS POLICY**

The following contains the policy of Bevill State Community College for outside individuals, organizations and groups that target services to students.

### **Alabama Community College System Policy**

According to *Alabama Community College Policy 515.01: Agents, Vendors, and Solicitors*:

1. Any agent, vendor, or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or authorized designee.
2. An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization.

### **Purpose**

Bevill State has the exclusive right to determine which organizations and individual shall be allowed to promote or sell products, services and ideas to students, staff, faculty and administration and allow students the opportunity to have unlimited access to products, services and ideas.

### **Definitions**

- Solicitation is any verbal or written effort to raise funds through the sale of merchandise, services, or through charitable donations as well as to influence or gain support for an issue or cause.
- A vendor is any person who provides information, goods, or services to the student body.
- Students, faculty and staff are not vendors unless they are acting on behalf of an organization or individual outside of the college.

### **Responsibilities**

#### **A. The decision to allow vendors will be based on all of the following criteria:**

- Presentation does not promote illegal, fraudulent, deceptive or misleading products or activities, which may endanger student's health, safety, and physical well-being.
- The vendor's presentation has a direct benefit to the student body, i.e., other colleges and universities for transfer, potential career employers, social agencies, products or services which may be deemed beneficial to the student body.
- The vendor's presentation does not violate existing college contracts.
- The vendor is sponsored by a campus club advisor, faculty or staff member. The appropriate Director of Student Services will be responsible for letting the vendor

know that he/she must be sponsored and informing the vendor of who to contact.

**B. Responsibilities of vendors on campus will include, but not be limited, to:**

- Sponsorship by a college club or organization
- Reservations confirmed at least two weeks prior to being on campus.
- Vendors will solicit participants only at his/her table.
- Posting of literature is confined to the table or assigned space.
- Vendors will solicit only on scheduled date and time.
- Paying a fee if the request requires college supplies/assets, or special setup.
- Vendor is responsible for being familiar with College policies and procedures directly related to the use of facilities and the prohibited unlawful use, possession, distribution, manufacturing or sale of any alcoholic beverage, controlled substance or illegal drugs on the Bevill State Community College campuses.

**C. Responsibilities of the sponsor:**

The sponsoring club, college club, or organization will:

- Ensure the vendor does not promote illegal, fraudulent, deceptive or misleading products or activities, or products which may endanger students' health, safety and physical well being.
- Ensure that the vendor's presentation has a benefit to students and staff.

**Procedures**

- The vendor will contact the appropriate Director of Student Services.
- The vendor will be referred to possible sponsors.
- Sponsor and vendor will complete vendor agreement and return it to the appropriate Director of Student Services.
- The appropriate Director of Student Services will reserve the space and accommodate setup. A setup fee may be assessed, if approved.

**Any vendor that does not follow these guidelines will not be allowed the chance to solicit on campus again.**

**Bevill State** has the exclusive right to determine whether to allow an individual or organization to use its facilities. The decision to approve or disapprove facilities usage will be based on whether or not the planned event and activities are in the best interest of the College.

This decision shall be based on the following factors:

- Will the event support Bevill State's academic mission?
- Will the event be disruptive to Bevill State's educational activities?
- Will the event enhance Bevill State's image?
- Will the event promote student involvement and/or interest?
- How likely will it be that the event will damage Bevill State's facilities or equipment?
- Will the event likely result in controversy or public attention that may harm Bevill State's reputation or image?
- Are there other compelling reasons surrounding the event that should be considered in making the decision to approve or disapprove use of the facilities?

### **Generally Disallowed and Allowed Uses**

- Bevill State does not allow use of its facilities for any political campaigning, fund raising, or other politically connected events, except those events specifically sponsored by Bevill State student organizations. Student-sponsored events must be approved by the appropriate personnel prior to activities being held in Bevill State facilities or on any of the campus grounds of Bevill State Community College.
- Bevill State does not allow solicitation or product promotions in its facilities or on campus grounds, except when specifically approved by the College for the benefit of students, faculty, and/or staff.

### **Requirements for Usage of Facilities**

Any vendor must comply with Bevill State's rules and regulations in any allowed usage of college facilities. Each campus has its own unique facilities. These facilities must be reserved using the facility form from that campus.

**BEVILL STATE COMMUNITY COLLEGE  
ON CAMPUS VENDOR CONTRACT**

Bevill State Community College will only approve those groups or companies promoting products that are in the best interest of the students, faculty, staff, and/or administration. Bevill State has the right to deny any group or company not adhering to the Code of Conduct as set forth in the current College Catalog.

**Vendor**

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**Vendor Representative(s)**

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**Vendor's address**

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Mailing address                      City                      State                      Zip

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**Vendor's telephone number**

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Work                      ext.                      Cell

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**Sponsoring campus organization**

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**The purpose of this vendor will be to:**

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**\*Is there any printed material to be used: \_\_\_no\_\_\_yes (please attach copy)**

**\*Are there free gifts or incentives to be given away: \_\_\_no\_\_\_yes**  
(please provide sample(s)) \* Sample items must avoid sexual references, drug messages, and inappropriate language.

**Date and Location of set up**

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**Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_**

I understand and agree to comply with existing regulations of Bevill State Community College and agree to pay any current fees, if applicable, associated with marketing goods/service on Bevill State Community College campuses. Fees, if applicable, will be determined by the Director of Student Services at the time of the reservation.

\_\_\_\_\_  
**Name of Vendor**

\_\_\_\_\_  
**Vendor Representative Signature**

**Approved by:**

Director of Student Services \_\_\_\_\_ Date \_\_\_\_\_

cc: Vendor  
    Dean of Student Services  
    Director of Human Resources