University of Louisville

Student Affairs

**COMMERCIAL ACTIVITY POLICY**

Commercial transactions and the display of property or services for sale on campus are prohibited unless proper written permission has been obtained from the Dean of Students or the Dean’s designee in the Office of Student Involvement, as described herein.

This policy applies only to commercial activity. Individuals or groups who seek to engage in non-commercial speech activities should contact the Dean of Students Office. The University’s policy governing non-commercial speech activity, including the intended distribution to members of the University community of any printed material, newspaper, magazine or other publication, and any leaflet, flyer, or other informal printed matter, within the physical boundaries of the University, can be found online at

<http://louisville.edu/dos/communitypolicies/speech-and-distribution-of-literature>

Persons or organizations wishing to engage in commercial transactions or to display goods or services for sale on campus grounds may be granted permission to do so by the Dean of Students or the Dean’s designee in the Office of Student Involvement if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and manner regulations established below, unless such commercial transactions would be in violation of law or other University policies.

Any advertising or promotional materials intended for distribution to the University community must clearly identify the person(s) or organization(s) to which permission has been granted to engage in commercial transactions. The University seal, logo, or other University identification in any advertising or promotional material may not be used without permission from the University.

Commercial activity may not be conducted in competition with the usual business of the University or its departments, including the campus bookstore. Non-University vendors, enterprises, or individuals engaging in commercial activities on campus are responsible for paying any applicable tax for sales made on campus.

Persons, organizations, or enterprises wishing to engage in commercial solicitation on campus grounds may be granted permission if the proposed activity is conducted in accordance with the time, place, manner, and permit regulations established below. For clarification contact the Office of Student Involvement.

**TIME:** On the required Commercial Activity Registration Request Form, non-University vendors, enterprises, or individuals must submit a request for the preferred date and time of its planned activity or event. Ordinarily, commercial solicitations are allowed Monday through Friday, from 10 a.m. to 4 p.m. However, the University will consider each request in light of other requests and campus activities and priorities, and will work with the applicant to identify a suitable date and time for the planned activity or event.

**PLACE:** Non-University vendors, enterprises, or individuals will be assigned to a table or area(s) most commonly in or near the Student Activities Center. The University may assign other areas of the campus, as long as the planned activity does not interfere with normal university functions. Non-University vendors, enterprises, or individuals must remain at the designated area.

**MANNER:** Commercial transactions and commercial solicitation must be conducted in a manner that does not unreasonably interfere with classes or other normal university functions or obstruct the free flow of pedestrian and vehicular traffic.

Commercial transactions and commercial solicitation must be carried out without voice amplification or other unduly loud noise, and without provocation, harassment, or disturbance of persons in the area.

Any advertising or promotional materials, including all copies found on the ground within 30 feet of the designated area, must be collected and removed by the permitted individual or organization upon leaving campus.

**PERMIT:** For approval to engage in commercial transactions or commercial solicitation on campus grounds, non-University vendors, enterprises, or individuals must complete the required Commercial Activity Registration Request Form and submit it to the Office of Student Involvement before 5:00 p.m. at least five full business days prior to the date requested on the Commercial Activity Registration Request Form.

Forms can be at the Office of Student Involvement in W310 Student Activities Center. Office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. Forms are also available online at <http://louisville.edu/studentactivities/forms/reservation/view> and can be submitted at any time but electronic submission must still meet the 5:00 p.m. deadline for date requests.

When a submitted form has been reviewed and approved, confirmation will be e-mailed to the requesting contact person. Requests may be denied if space is not available on the date(s) requested and/or if other activities are taking place that limit the University’s ability to accommodate the request.

The fee schedule for commercial activity may be found online at: <https://louisville.edu/studentactivities/facilities/fees.pdf/view>

The required fee must be paid to the Office of Student Involvement prior to the occurrence of the permitted activity.

**COMPLIANCE:** Failure to abide by the terms of this policy will result in the Student Involvement office (or designee) or law enforcement employee directing the violating individual(s) or organization(s) to leave campus.

Because the University seeks to accommodate and manage multiple requests to engage in commercial activity on campus, non-University vendors, enterprises, or individuals are requested to cancel any reservation for space at least 72 business hours in advance of the approved commercial activity time.

This policy was approved by the Vice President for Student Affairs on June 18, 2013