

External Vendors and Solicitations Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

This policy pertains to student groups and external paying vendors using space with Sykes Student Union on the Main Campus of West Chester University. Solicitation is considered any activity in which an action is requested of another individual for any purpose. Sales, petitions, surveys and distribution of printed or free materials are considered solicitation under this policy. The policy provides guidelines for student groups and external vendors use of the space during the reservation time.

Policy Statement

Student organizations, University Departments, and external vendors are allowed to reserve a table within the Sykes Union lobby and Rams Head Food Court for the purposes of solicitation or vending. Student organizations and University Departments may reserve a table through the room reservations and meeting space process provided by the Sykes Union and Student Activities department utilizing the designated reservation system. External vendors must complete and submit a [Vending Application](#) and agree to adhere to all guidelines, terms and conditions provided.

Procedures

Student Organizations and University Departments: Organizations and Departments must complete a room reservation and meeting space request through the designated reservation system. Upon successful completion of the reservation request process, the client will be notified

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from their respective staff member from Sykes Union and Student Activities and provided approval of the space reservation and any additional reminders about their reservation request.

External Vendors: All external vendors must submit a [Lobby Vending Application](#) to the Sykes Union and Student Activities Office. If request is approved, vendors will be required to agree to all space guidelines as well as the published [General Terms and Conditions](#) for the reservation. Applications will be judged on previous successful sales experience, reference checks, past and present performance, and compatibility with the existing operations. Merchandise must be legal, no bootleg items; items made through copyright infringement; no drug, alcohol and sexual related items; no candles, incense or other items may be burned. The West Chester University Sykes Union and Student Activities staff reserves the right to inspect and approve the quality and selection of the merchandise.

Student Organizations, University Departments, and External Vendors must remain within their reserved area and may not approach facility patrons or call out to patrons walking by.

Reviewed by: Dr. Sara Hinkle, Assistant Vice President of Student Affairs

Policy Owner: Clayton Kolb, Director Sykes Administration

Approved by:



Dr. Jasmine Buxton



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Vice President for Student Affairs

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