

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 and external vendors are allowed to reserve a table within the Sykes Union lobby for the purposes of solicitation or vending. Student organizations 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: Organizations must complete a room reservation and meeting space request through the designated reservation system. Upon successful completion of the reservation request process, organizations will ...

External Vendors: All external vendors must submit a [Lobby Vending Application](#) to the Sykes Union and Student Activities Office. If request is

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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 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. Gerald Martin, Assistant Vice President of Division of Student Affairs, and Megan Jerabek, University Registrar

Policy Owner: Clayton Kolb, Senior Director Sykes Administration

Approved by:



Dr. Zebulun R. Davenport

Vice President for Student Affairs

March 4, 2021

Effective Date: January 1, 2021

Next Review Date: January 1, 2025

History:

Initial Approval: Unknown

Review Dates: August 28, 1995, January 1, 2021

Amended: August 28, 1995, January 1, 2021