

University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual
Topic: Student Organization Alcohol Policy

Topic: Student Organization Solicitation, Sales, Concessions, Outdoor Festival Vendors and Fund Raising Procedures
Updated: January 6, 2006

In general, only University registered student organizations may engage in fund raising activities to sell products, publications, or services and to collect donations. Individuals, off-campus organizations, or businesses wishing to solicit or sell items on campus are subject to the Vendor Reservation Policy and Procedure.

Displays and sales in the University Commons are usually conducted at tables in the east or west hallways, but they may be done at other locations with prior approval from the University Commons and Student Activities Office.

Student organized “outdoor festivals” sponsoring an off-campus individual or organization will be assessed a fee of \$15.00 per table or space per day.

All tables and other spaces must be reserved in advance with the University Commons and Student Activities Office. Table reservation forms with all pertinent event information and appropriate signatures must be submitted to UCSA at least five business days in advance of the event date.

Sales and fund raising projects must be conducted in a lawful manner and in compliance with the following regulations:

1. Before approval is granted, the student organization must submit in writing to the University Commons and Student Activities a description of the proposed project including purpose, schedule of events and financial plans.
2. The sale of prepared food items (i.e., brownies) are prohibited in the University Commons except with the consent of the University Dining Services Director. This does not prohibit the advance sale of doughnuts or the sale of commercially packaged candies and similar items.
3. Use of tables:
 - a. Tables in the University Commons hallways, the Library patio, and other campus locations are available on a first come, first served basis.
 - b. Student Activities reserves the right to restrict the number of tables available at any given location.
 - c. Table spaces generally may be reserved for no more than a week.
 - d. Unclaimed table spaces may be reassigned at the discretion of the University Commons and Student Activities.
 - e. Unattended materials may be removed by the University Commons and Student Activities.

4. Organizations sponsoring sales activities by commercial vendors must meet additional criteria established in Vendor Reservations Policy and Procedure.
5. Fund raising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific parameters involving sales promotion activities which are strictly regulated