

IHCC Procedure 6.12.1 Vendor and Solicitation

All student clubs and organizations and external organizations must abide by the following rules:

- I. All external organizations must be sponsored by a student club or organization and approved by the Director of Student Life.
- II. Student clubs and organizations are responsible for communicating with external organizations and scheduling table time. A table schedule is determined after the Director of Student Life has approved the external organization's presence on campus.
- III. The student club or organization must meet the external organization, show them where the table is located, and make sure their needs are met. External organizations will be asked to leave if a representative from the sponsoring student club or organization is not present to meet the external organization.
- IV. Student Life staff have the right to remove an external organization who is not abiding by Inver Hills rules and regulation or if complaints are received. The vendor will be asked to leave and all future reservations for the semester will be cancelled.
- V. External organizations are allowed only in designated areas in the College Center. Exceptions may be made for special events sponsored through Student Life.
- VI. No sponsorship of credit card or cell phone companies is allowed.
- VII. No sponsorship of gambling or substance abuse/alcohol companies is permitted.
- VIII. The external organization may not use gifts, giveaways, and/or other incentives to entice individuals to enter into contracts with the company.
- IX. External organizations must stay behind their assigned table. There is no soliciting, reaching out to people, shouting at people, or moving in front of the table to distribute materials is allowed.
- X. Questions regarding this procedure should be directed to the Director of Student Life.

Related Documents:

- IHCC Policy 6.12

Responsible Administrator: Vice President of Student Affairs

Procedure History:

Date of Adoption: 07/01/2010

Last Review date: NA

Date most recent policy revisions go into effect: 07/01/2010

Date & Subject of Revisions:

07/01/2010 – New Policy

10/03/2016 – Changed to new template. Separated policy from procedure.