

**Southern Illinois University at Carbondale**  
**STUDENT CENTER SOLICITATION POLICIES**

Any type of fundraising, petitioning, canvassing, distribution of materials and literature, membership drives, demonstrating, and recruiting in and around the Student Center will require a Student Center Solicitation Permit from the Student Center Scheduling Office. No solicitation will be permitted in front of entrance/exit doors, near escalators, stairs and elevators or cross halls.

1. Applications for solicitation space must be made at least two full working days prior to the date they wish to commence their activity. All approved activities are restricted to times and dates and location specified on permit.
2. Registered Student Organizations that are in “good standing” through Student Development are eligible to apply for space.
3. Space reservations for solicitation will be accepted only for the semester in progress for both RSOs and campus departments. Reservations may be made for the next semester beginning on the Monday prior to final exam week.
4. Eight tables are available for solicitation in the South Hall of Fame. One table in the first floor north escalator area are available for Student Center/house events. RSOs may apply for this space only if promoting a campus-wide activity and with administrative approval.
5. RSOs may have on solicitation table per date for maximum of three days per week. Campus departments are limited to one table per week and are restricted to the Hall of Fame area only.
6. No off-campus organization may secure a solicitation permit within the Student Center. Of-campus vendors may apply through the Student Center Craft Shop.
7. RSO applications must be made by the designated scheduling officer who must be certified as per stipulations set forth by Student Development.
8. People staffing the table must have a copy of their solicitation permit available at all times and must remain behind the table and not approach guests in the hallways.
9. Controlled amplified sound is allowed in the Hall of Fame area only. Volume level should be maintained so as not to disrupt adjoining activities/tables. The Student Center Scheduling Office reserves the right to monitor and control volume.
10. Audio-visual equipment may be obtained from the Scheduling Office and a fee may be assessed. A fiscal officer form must be submitted prior to equipment being given. An ID must be left while equipment is checked out and may be retained when the equipment is returned to Scheduling.

11. Sale items, promotions or any items merchandized at the solicitation tables shall be confined to the immediate area and must be approved at the time of the application. This area shall not exceed the width of the assigned table or a space to extend not more than six feet behind the solicitation table. The assigned area will consist of 1-6' table, two chairs, and one show wall, when available.

12. All games intended for fundraising must be games that include an element of skill, not chance. Raffles and lotteries are ILLEGAL in the State of Illinois without a license.

13. No item may be sold or given away which competes with Student Center concession contracts, products and/or services. Registered Student Organizations may sell products only if they are promotional of the organization and are approved by the Student Center Scheduling Office. Sales of competing items may be sold by RSOs only with approval obtained from Scheduling prior to confirmation of the permit.

14. Absolutely no credit card applications are allowed in areas under the jurisdiction of the Student Center Scheduling Office.

15. Donations supporting outside agencies may only be accepted by RSOs with prior approval of Student Center Administration as supported by Student Development Volunteer Services.

16. All proceeds from a properly scheduled activity MUST be immediately deposited into a University account. A signed fiscal officer's sheet must be provided by the scheduling group prior to confirmation.

17. Scheduled space will be forfeited if not occupied by the scheduled organization within one hour after the scheduled start time or if a member of the organization is not present at all times. If the scheduled space is not occupied within one hour or left vacant, the no-show space will be made available to any other RSO in good standing on a first-come, first-served basis.

18. Any organization that allows another organization to use its name or scheduled space forfeits the scheduled space and may be subject to suspension of privileges.

19. Any violation of the solicitation policies or activities other than those approved on the permit may result in cancellation of the permit and suspension of future table privileges for a period of a least 16 academic weeks, not including summer semester. Each organization is allowed on forfeiture (no-show) per semester.

20. Unresolved conflicts over content of the solicitation material and/or policy shall be decided by the Student Center Board and/or Director of the Student Center.