

## 3.3.3. OFTC Solicitation Procedure

### Solicitation by Off-Campus Individuals or Organizations

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without the express authorization of the Dean of Student Affairs-South Campus. This includes Commercial Sales and Charitable, Political, or Religious Solicitation.

Vendors requesting authorization to offer products or services on campus must submit a written request directed to the Dean of Student Affairs-South Campus specifying all products and services to be offered and indicating the specific dates and campus for which they are seeking authorization. Approval of all requests shall be at the discretion of the Dean of Student Affairs-South Campus or an appointed designee.

Oconee Fall Line Technical College reserves the right to refuse access to the campus if the activity creates a safety hazard, is disruptive to normal business operations or otherwise fails to comply with the requirements of this policy.

This policy does not apply to individuals or organizations who are invited to campus by authorized Oconee Fall Line Technical College administrative personnel as part of an approved College activity or event.

### Vendor Guidelines

All vendors who wish to be authorized to offer services or products must be approved by and registered through the Dean of Student Affairs-South Campus. Oconee Fall Line Technical College does not endorse, nor does it recommend any of the services offered by any vendor. A vendor will be allowed on Oconee Fall Line Technical College property once a month and no more than six times per year. Available times for vending are generally 8am-6pm Monday-Thursday, with the exception of federal and state holidays. The number of vendors allowed on campus at any one time may be limited to prevent disruption of the activities of the College. Vendor applications will be approved on a first come, first served basis.

As set forth in its student catalog, Oconee Fall Line Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

A request may be denied if the Dean of Student Affairs-South Campus determines that the proposed event will constitute a clear and present danger to the College's orderly operation by the group through their advocacy of one or more of the following:

1. Provoking individuals to engage in immediate violence, including, but not limited to, the violent overthrow of the Government of the United States, the State of Georgia, or any political sub-division thereof.
2. The willful seizure, damage, or destruction of the College's buildings or other property.
3. The forcible disruption, impairment, or interference with the College's regular schedule of classes or other educational functions.
4. The physical harm, coercion, harassment, intimidation, or other invasion of lawful rights of the College's officials, faculty members, staff, students, or campus guests.

5. Other campus disorder of a disruptive violent nature. Additionally, a request may be denied and/or a vendor/organization may be requested to leave the campus to prevent and/or alleviate disruptive activity, blocking doorways, obstruction of vehicular or pedestrian traffic around campus, excessive noise that interferes with classroom, business or other College activities, interference with the normal functions and processes of the College or the rights of others to effectively use College facilities and property, or to prevent imminent threat of physical violence or destruction of College property.

## Rules and Procedures

The following rules and procedures for vendors must be strictly followed. Vendors not adhering to these rules will be asked to leave the campus.

- Approved locations for each OFTC Campus are as follows:
  - North Campus/Sandersville: Exterior patio area adjacent to the Library
  - South Campus/Dublin: Exterior Plaza on the first floor of Livingston Hall outside the Student Lounge.
  - LOIC/McRae-Helena: Exterior patio area located to the rear of the building
  - Jefferson Center: Exterior seating area adjacent to the main building and welding classroom/lab.
- In the event of inclement weather at a specific location on the day space is reserved, an alternate indoor location will be provided.
- Each vendor is allowed one table and two chairs unless specifically granted permission otherwise by the Dean of Student Affairs-South Campus.
- Vendors shall be given a designated time to enter the campus for load in and set up.
- Vendors may NOT relocate chairs or furniture. All furnishings must remain inside the designated location.
- Vendors may not use any sound amplification equipment or motorized vehicles. Oconee Fall Line Technical College equipment will not be available for use by vendors.
- Vendors may only conduct business at designated locations for the designated period of time. Under no circumstance will vendors be permitted to roam the building, enter Classrooms, or solicit students and campus guests outside of the designated area.
- Signage will only be allowed in the space reserved by vendor. Other signage is not allowed on other areas of the campus to include entryways to buildings, driveways, etc.
- Vendors may not prepare food on site. Vendors wishing to sell any food items must adhere with local Health Department food service guidelines and permitting.
- All extension cords must be taped down. Oconee Fall Line Technical College does not provide extension cords for vendors.
- All exit doors will be kept clear at all times.
- Under NO circumstances will children be allowed on campus with a vendor.
- Vendors CAN NOT sell replicas and/or knock-offs of products, illegal or pornographic materials, or anything that may present a danger to individuals on campus.
- Vendors are required to remove signs, placards, litter, and other materials when the approved activity period ends.
- Vendors must be in compliance at all times with the Oconee Fall Line Technical College student code of conduct, Oconee Fall Line Technical College policies and procedures,

Technical College System of Georgia policies and procedures, the county and city laws relevant to a particular campus, Georgia state law, and federal law.

- This process does not apply to customers who have completed appropriate procedures for rental of space through the Ben J. Tarbutton, Jr. Business Development Center or the Dubose Porter Business and Industry Training Center.

Vendors in violation of this policy shall be asked to vacate the campus immediately. Failure to vacate may result in criminal charges of trespass.

Within the context of these policies, the freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments of the United States Constitution are re-affirmed. The right, however, shall always carry with it an equal obligation for orderly conduct and non-interference with College functions or activities.

The College reserves the right to alter these administrative procedures and guidelines if necessary to ensure the academic as well as personal rights of the students, faculty, and staff of Oconee Fall Line Technical College.

Adopted: August 30, 2018

Last Reviewed: February 25, 2019

Revised:

OFTC Office of Student Affairs: Vendor Registration Form

Group Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preferred Date & Time of Activity: \_\_\_\_\_

Preferred Campus Location: \_\_\_\_\_

Will you need access to electrical outlets? Y/N. If so, specify how many? \_\_\_\_\_

Please specify services you will provide or products you will distribute. Please note whether you intend to sell any items.

\_\_\_\_\_  
\_\_\_\_\_

*Statement of Compliance and Release:* In consideration of authorized use of Oconee Fall Line Technical College grounds and facilities as outlined in the policy and guidelines, I agree to abide by the conditions of the Oconee Fall Line Technical College policy and follow the local, state, and federal laws; and further agree to indemnify and hold harmless the Oconee Fall Line Technical College and the Technical College System of Georgia from any and all claims, demands, liabilities, losses, costs or expenses for any loss including but not limited to bodily injury (including death), personal injury, property damage, expenses, and attorneys' fees, caused by, growing out of, or otherwise happening in connection with my use of the property. I verify that I have read and that I understand the solicitation policy.

Signature

Date

*Please return this form at least 10 business days prior to your requested date of vending. Vendors will be contacted with a decision and if approved, set-up times will be discussed. Return registration form to Jay Mullis, Dean of Student Affairs-South Campus via email to [jmullis@oftc.edu](mailto:jmullis@oftc.edu).*

*For Office Use Only:*

Date Received: \_\_\_\_\_ Approved (A) or Declined (D): \_\_\_\_\_

Dean of Student Affairs-South Campus or designee:

\_\_\_\_\_ Date: \_\_\_\_\_