

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: C.1
Date of Issue: 05/06

Subject: Sales and Solicitations on Campus

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The sale or solicitation of merchandise or services is prohibited on all university property, including the Institute of Design, the Main, Downtown, Rice and Moffett campuses, except through IIT authorized channels. Examples of prohibited activities include, but are not limited to, personal solicitation, dissemination of literature or advertising materials, distribution of literature in apartment buildings, exhibition of advertising material on bulletin boards and distribution of literature through the campus post office. This applies to faculty, staff members and students acting for themselves or on behalf of any department or organization, as well as outside salespersons or solicitors.

Arrangements for sale or solicitation must be made with the Campus Reservations Office located in the McCormick Tribune Campus Center. (If such authorization is granted, the general policy is to require a payment to IIT for the privileges accorded.) At the Downtown Campus, arrangements for sale or solicitation by recognized student organizations must be made with the Assistant Vice President of Administration, Finance and CLE, and for other campuses, such groups must make arrangements with the respective Director's Office at each such campus.

Delivery of personal merchandise to faculty, staff members or students will only be permitted if the delivery person has specific authorization from the individual to deliver merchandise to the employee at the point designated.

Any sale or solicitation in progress suspected to be unauthorized should be referred to the appropriate office indicated above, and, if necessary, reported directly to the Public Safety Department.