



University Policies

University of Maine at Fort Kent • 23 University Drive, Fort Kent, ME 04743

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Solicitation Policy

Initiating Department: Student Life

Policy Type: Campus Policy

Action Taken: New Policy Creation

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In order to advance the mission of the University of Maine at Fort Kent as an institution of higher education and as a cultural resource for its region, and to maintain an environment conducive to learning and working, the University will permit lawful advertising and solicitation activities in designated areas of campus on a limited basis as provided in this policy.

I. Posters/Placards/Advertisements

Poster Hanging, For Sale Ads, For Rent Ads, Activity Promotion, etc.

1. On-campus Organizations

1. All on-campus organizations, made up of students, employees, or both, can freely advertise their activities on campus grounds. All posters or such materials must include the name of the organization sponsoring the activity.
2. Materials should be posted in areas commonly designated for posters and placards on campus (i.e. bulletin boards, and surrounding walls areas). Advertisements should not be posted on windows or other glass surfaces and should **never** cover safety signs or equipment.
3. Posters must be free of profanity, pornography, hate speech, speech that incites hate or violence or other threatening speech. All advertisements must adhere to the UMFK policies related to the advertisement of alcohol-related events. (See Alcohol Advertisement Policy section VI.)
4. All posted material must comply with all applicable laws and University policies.
5. Advertisements must be removed promptly after they have expired.
6. The University reserves the right to remove postings which do not comply with the requirements of this policy.

2. On-campus Individuals

1. Students and staff of the University must follow the same rules outlined for on-campus organizations.
2. Individuals must indicate their name at the bottom of each posted item

3. Off-campus Organizations and Individuals (Corporate & Non-Profit)

1. Off-campus organizations and individuals must have all posted advertisements approved by the Office of Student Affairs prior to posting. All off-campus postings and advertisements must be free of prohibited language and information as listed in this policy section I, A
2. Advertisements by off-campus groups or individuals must be posted in areas specifically designated for public postings.
3. All rules listed above for on-campus organizations and individuals must be adhered to including the rules related to the Alcohol Advertisement Policy section VI.

II. On-Campus Marketing/Solicitation/Booths

On-campus sales, credit card promotions, clothing sales, raffles, fund raising sales, educational promotion, health promotion, soliciting donations, etc.

1. On-Campus Organizations

1. On-campus organizations, made up of students, employees, or both, can sell or distribute items for fund-raising or educational purposes or solicit donations for a cause on campus premises.
2. Raffles held by on-campus organizations must first be approved by the Vice-President for Administration.
3. On-campus organizations may not sell or distribute items or solicit donations for a cause from office to office.
4. All on-campus organizations must comply with all applicable laws and University policies pertaining to fund-raising, soliciting donations, and selling or distributing items.
5. Any on-campus organization wishing to fund-raise or solicit donations off-campus must first seek approval from the President's Office.

2. Off-campus Organizations and Individuals

1. Off-campus organizations and individuals who wish to sell items on campus must first attain the permission of the Director of Student Affairs. According to University of Maine at Fort Kent Student Senate Policy, no corporate organizations (such as credit card vendors, cell phone vendors, or vendors of other emergent technologies or services) may sell items on campus. Non-corporate individuals (such as sweater or t-shirt vendors) may be allowed at the discretion of the Director of Student Affairs.
2. Off-campus organizations may distribute materials for educational and promotional purposes. Any organization or individual wishing to do this must first attain permission from the Director of Student Affairs.
3. The Director of Student Affairs will schedule dates and times with the organization or individual and will coordinate set-up of a booth space with Facilities Management. Booths will be set up in the main lobby space of Cyr Hall. Other locations will be used only if the main lobby is not available. Solicitors must not actively solicit from any university student or employee in any other public area of the campus. No vendor can impede any means of egress or the normal traffic or operation of University students or personnel at any time.
4. No off-campus organization or individual may sell food items on campus. This is due to contractual stipulations agreed upon by the University and Sodexo Corporation (food service).
5. Off-campus organizations, individuals, and university employees or students representing off-campus organizations or themselves may not sell items or solicit donations from office to office.
6. The University reserves the right to remove a solicitor from its premises if all applicable laws and University policies are not adhered to.

III. On-Campus Recruiting

Job Recruiting, Graduate School Recruiting, Peace Corps Recruiting, Post-Graduate Military Recruiting, etc.

1. All Recruiters

1. All career, graduate school, or post-graduate military recruiters who wish to recruit on campus must make all necessary arrangements for doing so with the Coordinator of Student Success.
2. The Coordinator of Student Success will schedule dates and times with the recruiting entity and will coordinate set-up of a booth space with Facilities Management. Booths will be set up in the main lobby space of Cyr Hall. Other locations will be used only if the main lobby is not available. Recruiters must not actively recruit from any university student or employee in any other public area of the campus.
3. The Coordinator of Student Success will ensure that all recruiting booths are provided with a sign that states the purpose of the recruitment effort (i.e. Career Opportunities, Graduate School Recruiting, etc.).
4. No other undergraduate university, community college, or college may recruit on campus.

IV. Use of On-Campus Spaces by Off-Campus Groups or Individuals

Public meetings, religious services, political campaigns, public forums, etc.

1. Off-Campus Organizations or Individuals Sponsored By or Invited By a University Entity
 1. Off-campus organizations or individuals who are sponsored by or invited by the University or a University organization will be allowed to use campus spaces free or charge.
 2. Arrangements for custodial services and other such services must be handled by the University or University organization.
2. Off-Campus Organizations or Individuals Not Sponsored by a University Entity
 1. Off-campus organizations or individuals who are not sponsored by a University entity will be charge for the use of campus facilities.
 2. Off-campus organizations or individuals who have a history of hate speech, violence, suppression or discrimination against any individual or group will be prohibited from utilizing campus facilities.
 3. Arrangements for the renting of campus space for activities must be handled by the Facilities Management Office.
3. Political Campaigning
 1. Candidates for political office or their representatives or organizations with a political agenda on specific political parties or topics may campaign on University premises. Such individuals or organizations must adhere to solicitation policies for off-campus organizations and individuals. The University may not use its funds to support or co-sponsor such activity. The University reserves the right to host and sponsor such activities that fairly represent multiple sides to specific campaign issues or elections (such as public debates, forums, etc.).
 2. No political candidate will be allowed to post campaign posters, placards, or signs on University property. The University reserves the right to use such paraphernalia for advertisement and decoration for such events as public debates, forums, etc.

V. Protests and Demonstrations

1. The University of Maine at Fort Kent recognizes the right of individuals and organizations to protest and demonstrate for or against issues and causes.
2. The use of campus grounds and/or facilities for protest and demonstrations by on-campus individuals is allowed as long as the following parameters are adhered to:
 1. *The use of University funds and departmental funds for protest and demonstrations is prohibited.*
 2. *Protests and demonstrations may not interfere with the work and daily operations of the University and/or its personnel; nor may it interfere with any means of egress and/or the normal traffic of the University.*
 3. *Protesters and demonstrators must adhere to all University policies and applicable state laws and community ordinances.*

4. Any protester or demonstrator who wishes to distribute materials must do so at his or her own expense and must comply with all policies related to campus solicitation.

VI. Alcohol and Drug Promotion

Policy: Alcohol misuse and abuse is a concern of many colleges and universities. It is in this vein that we at the University of Maine at Fort Kent must take preventative measures and provide policies that affect environmental change regarding alcohol that will be beneficial to our students. The promotion of drugs and/or drug paraphernalia should not be advertised at any time, in any manner due to their illegal and illicit nature. Both on and off campus promoters must adhere to the following policies:

1. There shall be no promotions in the form of signs, banners, posters, notices, newspaper or radio ads, or flyers posted or distributed on campus from bars, taverns or pubs, nor of any special occasion events held at any establishment. Special occasion events may be defined as, but not limited to, events that occur outside of regular business hours which often involve drink specials, happy hours, etc. Establishment may be, but not limited to, restaurants, bowling alleys, etc.
2. There shall be no promotions from any establishment that include beverage brands, prices, suggestion of low prices (ie drink specials), and/or promotion of drinking. Such promotions shall not be targeted to underage individuals.
3. Promotion of alcoholic beverages at the activity must not encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.
4. No event shall include any form of "drinking contest" or encourage the rapid/excessive consumption of alcohol in the activity or in its promotion.
5. There shall be no advertisement of on campus or off campus events where the primary purpose of the event is the excessive consumption of alcohol. This includes mystery road trips, pub-crawls, keg parties in homes, block-parties etc.
6. All announcement(s) or advertisement(s), including but not limited to flyer(s), notice(s), poster(s), banner(s), tee-shirt(s) and newspaper and radio announcement(s), concerning an activity shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual, or academic success.
7. Alcohol shall not be used as an inducement to participate in an event and may not be offered as a prize or gift in any form of contest, raffle or competition. Social events which encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.
8. No University organization may enter into an agreement to co-sponsor (promote drink specials, happy hours or general promotion of drinking establishments) an event with non-university affiliated organizations including, but not limited to alcohol distributors, restaurants, or taverns (tavern is defined as an establishment generating more than half of the annual gross sales from alcohol).
9. Public advertising of any event, on or off campus, may not imply that the main focus of the event is the consumption of alcohol.
10. Signs advertising products containing alcohol are not permitted.
11. No advertisements should include images of alcohol/beverages or any mention of beverage types, brands, names, etc.
12. The following terminology is not allowed on posters for on-campus, university sponsored events.
 1. *BYOB*
 2. *Controlled BYOB*
 3. *Catered bar*
 4. *Pay bar*
 5. *Cash bar*

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