



Solicitation Policy, Code: WGTC 5.17

Solicitation (Including Commercial Sales and Charitable, Political, or Religious 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 Vice President for Student Affairs.

Vendors requesting authorization to offer products or services on campus must submit a written request directed to the Coordinator of Student Activities 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 Director of Student Affairs and the Coordinator of Student Activities, or an appointed designee.

West Georgia Technical College reserves the right to refuse a vendor access to the campus that does not align with the core values and mission of the college.

This policy does not apply to individuals or organizations who are invited to campus by authorized West Georgia 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 Office of Student Activities. West Georgia Technical College does not endorse, nor does it recommend any of the services offered by any vendor. A vendor will be allowed on West Georgia Technical College property once a month and no more than six times per year, unless specifically granted permission by the Office of Student Activities. Available times for vending are generally 8am-7pm Monday-Thursday, with exception to federal and state holidays.

As a courtesy to our students who do not have local bank accounts, the College may permit representatives from nearby banks to assist students in setting up accounts. Bank

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representatives will be permitted to set up tables in a designated area. West Georgia Technical College does not permit individual credit card solicitation of students or campus guests on campus at any time.

Local apartment complexes may also be approved as a vendor as a courtesy to our students seeking housing. Please note neither West Georgia Technical College nor the Office of Student Activities are responsible for any issues/circumstances that may arise when renting properties to students.

In addition, local church groups or religious sectors may be permitted as vendors. However, please note that West Georgia Technical College does not align itself with any particular religious denomination.

As set forth in its student catalog, West Georgia 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 Coordinator of Student Activities and Director of Student Affairs determine 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. 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, 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.

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.

- Each vendor is allowed ONE 6ft x 36in table and TWO chairs, unless specifically granted permission otherwise by the Coordinator of Student Activities.
- 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.

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- Vendors may not use any sound amplification equipment or motorized vehicles. West Georgia Technical College equipment will not be available for use by vendors.
- Vendors may conduct business at designated locations for the designated period of time only. Under no circumstance will vendors be permitted to roam the building, enter classrooms or to solicit students and campus guests outside of the designated area.
- Vendors may not prepare food on site, unless previously approved by the Office of Student Activities. Vendors wishing to sell any food items must receive proper approval from the Assistant Director of Auxiliary Services.
- All extension cords must be taped down. West Georgia 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, offensive materials, or anything deemed inappropriate by school officials.
- 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 West Georgia Technical College student code of conduct, West Georgia 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.

Vendors in violation of this policy shall be asked to vacate the campus immediately.

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 West Georgia Technical College.

WGTC Office of Student Activities: Vendor Registration Form

Group Name: _____ Contact Person: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Preferred Date & Time of Activity: _____

Preferred Campus Location (circle): Murphy Douglas Carroll LaGrange Coweta
 Waco Douglasville Carrollton LaGrange Newnan

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

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

Statement of Compliance: In consideration of a request to use West Georgia Technical College grounds and facilities as outlined in the policy and guidelines, I verify that I have read and that I understand the solicitation policy. I agree to abide by the conditions of the West Georgia Technical College policy and follow the local, state, and federal laws.

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 the West Georgia Technical College Office of Student Activities via Email: activities@westgatech.edu or Fax: 770.537.7995.

For Office Use Only:

Date Received: _____ Approved (A) or Declined (D): _____

Coordinator of Student Activities: _____ Date: _____

Director of Student Affairs: _____ Date: _____

VP for Student Affairs: _____ Date: _____

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