



Policy Title:

Division: Risk and Safety Services
Department: Enterprise Risk Management
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Effective Date: April __, 2024
Revised Date:

I. Authority (i.e., Executive Order, ICSUAM, Delegations of Authority):

[University Executive Directive #89-13: Time, Place, and Manner: Use of Buildings and Grounds](#)
[University Tabling Directive](#)
Title V of the California Code of Regulations (Section 42350.5)

II. Purpose:

This Directive outlines the requirements by which all “non-campus-affiliated persons” engaging in solicitation activities on the San Francisco State University (“University”) campus must abide. “Non-campus-affiliated persons” is defined as:

- Any person not matriculated at, or employed by, the University
- Any person not employed by a recognized Auxiliary Organization at the University
- Any organization not registered with and approved by the University (including but not limited to student organizations that are not currently registered with and approved by the University)

Persons matriculated at the University (including students representing registered and approved student organizations) or employed by the University or its Auxiliary Organizations are not subject to this Directive.

As defined in Title V of the California Code of Regulations (Section 42350.5), “Solicitation” means to importune, or endeavor to persuade or obtain by asking, but does not include “commercial” solicitation.

Solicitation, in a general context, refers to the act of requesting, seeking, or trying to obtain something from someone. On a university campus, solicitation can encompass a wide range of activities, including but not limited to:

1. Fundraising and donations
2. Collecting email addresses or personal information
3. Signature collections for political referenda
4. Membership recruitment
5. Advertising or selling products or services
6. Distributing informational literature
7. Distributing materials, including samples
8. Participation in surveys or studies
9. Campaign advocacy, awareness, and support (political or otherwise)
10. Sales not governed by another policy or directive



III. Definitions:

- Solicitation: to importune, or endeavor to persuade or obtain by asking, but does not include “commercial” solicitation.
- Commercial Solicitation: any activity that aims to sell, promote, or fundraise for any product, service, or organization.

IV. Policy Statement:

University Executive Directive #89-13: Time, Place and Manner: Use of Buildings and Grounds permits reasonable regulation by the Campus President or designee as to time, place and manner thereof.

1. Solicitation is prohibited inside any campus building including, but not limited to, academic buildings, recreational facilities, dining halls and the campus library.
2. Solicitation is prohibited within thirty feet from any principal entrance or exit of any structure housing any retail or service business on campus.
3. No person shall solicit in any outdoor dining area of restaurants or other dining establishments serving food for immediate consumption.
4. No person shall solicit to persons who are waiting to gain admissions to a place or vehicle or who are waiting to purchase an item or admission ticket.
5. Any such solicitations near retail or service businesses in accordance with this section shall only take place between the hours of eight a.m. and one-half hour after sunset. Such solicitation may not involve any type of sound amplification, such as, but not limited to, stereos, megaphones, etc.
6. Persons subject to this Directive who have been authorized to conduct solicitation are prohibited from erecting structures, including tables or canopies, on campus, per [University Executive Directive #89-13: Time, Place and Manner: Use of Buildings and Grounds](#).
7. Persons subject to this Directive who have been authorized to conduct solicitation are prohibited from tabling on campus, per [University Tabling Directive](#).

V. Procedures (Hyperlink)

[University Executive Directive #89-13: Time, Place and Manner: Use of Buildings and Grounds](#)

VI. Searchable Words:

Solicitation, fundraising, donations, signatures, political referenda, campaign, advertising, selling on campus, distributing, surveys, samples, literature