



# Standard Administrative Procedure (SAP)

## 21.99.09.L0.01 Access to University Property for Sales and Solicitation Purposes

**First Approved:** September 5, 2012  
**Revised:** January 22, 2019  
**Next Scheduled Revision:** January 22, 2024

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### Procedure Statement and Reason for Procedure

The purpose of this SAP is to outline the process and identify the responsibilities for accessing the Texas A&M International University (TAMIU) campus for sales and solicitation of donations from employees, students, and visitors.

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### Procedures and Responsibilities

#### 1. General

- 1.1 Faculty, staff, student organizations, departments, colleges, and divisions wishing to solicit donations or make sales and/or rentals are required to obtain written permission prior to beginning the activity from the Office of Community Relations and Special Events (CRSE) under the supervision of the Office of Institutional Advancement.
- 1.2 Student organizations must make an event request with and receive approval from the Office of Student Orientation, Leadership & Engagement (SOLE). SOLE will process event requests from student organizations.
- 1.3 External vendors or parties must make an event request with CRSE for consideration of the event.

## **2. Event Request Process**

- 2.1 Event requests are made with CRSE and should be done at least 3 full business days prior to the event date.
- 2.2 Events are limited to 5 days in a 30-day scheduling period to provide equal access to all organizations. If the event request is made by a student organization, a member of the organization MUST be present at all times during the event.
- 2.3 Event fees will be assessed as per the [fee list](#) (see Appendix B in fee list).
- 2.4 Any vendor or organization collecting money at their event will be required to contract security from the University Police Department (UPD).
- 2.5 All vendors or solicitors will be assigned a location from which to conduct their business and must remain within the parameters set forth by CRSE.

## **3. Rejection or Revocation of Events**

- 3.1 An event request may be rejected or revoked by CRSE if at any time the act of soliciting donations, selling, renting, or executing transactions disrupts the normal activities on the campus.
- 3.2 Justifiable reasons for event rejection or revocation may include, but are not limited to, failure to comply with the basic requirements as outlined in this SAP; faulty merchandise; complaints from or inconvenience to other members of TAMIU; soliciting donations, selling, renting or executing transactions outside of authorized areas; unsanitary conditions or procedures; misrepresentation or falsification of information on the event request; interference with the educational mission of TAMIU; interference with normal traffic flow; and use or blocking ingress or egress.
- 3.3 Further disciplinary action may include not permitting the student or TAMIU organization/entity to conduct activities on campus for a specified time or recommending that student(s), faculty, or staff involved in an infraction (such as those outlined in Section 3.1 above) be charged with a violation of TAMIU procedures with resultant disciplinary action.
- 3.4 If at any time the act of soliciting donations, selling, renting, or executing transactions disrupts the normal activities on the campus, the organization or individual(s) will be requested to cease their actions and, when appropriate, to leave the campus. Should the organization or individual(s) refuse to cease their actions or to leave the campus, if requested to do so, they will be informed that they are trespassing on State property and are subject to removal or other appropriate action as determined by UPD.

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## Related Statutes, Policies, Regulations, or Rules

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[System Regulation 21.99.09, Access to System Property for Sales, Rentals and Soliciting Donations](#)

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## Definitions

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**Sales and Rentals** – The offer to transfer goods to, or render services for, another, whether for immediate or future delivery, in exchange for funds, pledges, contributions, or other consideration.

**Soliciting Donations** – The collection of funds, pledges, or contributions from an individual, group, or entity without requiring consideration in return. This also includes the promise of future funds, pledges, and/or contributions.

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## Contact Office

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Office of Community Relations and Special Events, 956-326-4636