



Request for Use of University Grounds

FOR OFF-CAMPUS ORGANIZATIONS AND INDIVIDUALS ONLY

Off-campus organizations and/or individuals are welcome on the CSUF campus. All visitors on the campus community are considered to be guests of the University and therefore subject to the rules and regulations of the State of California, the Trustees of the California State University, the President's Directives, and the University policies and procedures.

All off campus organizations or individuals who wish to gain permission to solicit or distribute literature must present credentials to the Dean of Students Office Student Organization Resource Center. All requests are subject to consideration of "time, place, and manner". Please allow an absolute minimum of five (5) business days for all routine facility requests submitted by off-campus organizations or individuals. It should be recognized that instructional programs and student organizations have priority in scheduling University facilities.

APPLICANT/CONTACT PERSON

Name of Organization: _____

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

NAME(S) OF REPRESENTATIVES FROM YOUR ORGANIZATION/GROUP WHO WILL BE ON CAMPUS:

1. _____

2. _____

PLEASE STATE THE PURPOSE FOR BEING ON CAMPUS:

DATE(S) REQUESTED FOR INFORMATION DISTRIBUTION: (NO MORE THEN FIVE (5) DAYS PER MONTH AND ONLY THREE (3) OF THOSE CONSECUTIVE.)

1.) _____ 2.) _____ 3.) _____

4.) _____ 5.) _____

UNIVERSITY POLICIES:

- Off-campus organizations are granted approval for **information distribution only**, with the exception of nonprofit corporations or agencies. They may not sell or accept monies from any individual while on University grounds (see President’s Directive 2)
- Off-campus organizations must come to the Student Organization Resource Center (TSU-247) on the day of their reservation and a table will be assigned to them.
- Off-campus organizations are **not allowed** to drive onto campus without an escort from Public Safety or the Dean of Students Office (see President’s Directive 5).
- Off-campus organizations may reserve space on campus **no more than five (5) days per month and only three (3) of those consecutive days**.
- The only area of the campus designated for literature distribution is the **sidewalk area** known as the **Titan walk: the diagonal walkway between the Titan Shops Bookstore and the northwest corner of the Pollack Library**.
- Off-campus organizations must receive **written permission** from Student Organization Resource Center. **If a request is approved, written permission is provided via email.**
- If approved off-campus organizations must have the **permit displayed** at their distribution table at all times.
- The Dean of Students Office reserves the right to cancel or void reservations that do not comply with university policies and/or if the reservation details are not finalized.

CSUF Non- Commercial Solicitation Conduct Guidelines

Non-commercial solicitation and related transactions are permitted only in designated areas of the campus. After providing required information to the Dean of Students Office, any person may offer information at the area designated about products, services or entities that may be of interest to CSUF students, faculty or staff. A solicitation may not be done in any aggressively coercing, threatening, hounding, harassing, or intimidating manner, nor may the non-commercial solicitor interfere with the free flow of pedestrian or vehicular traffic within the area. Solicitors may not initiate any unwanted physical contact, nor may they maintain physical contact when not desired by another person. Solicitors may not in any manner verbally abuse persons passing their designated area. All non-commercial solicitation and related transactions must not interfere with the educational mission of the university or any other operation of the campus.

The following “aggressively coerces, threatens, hounds, harasses or intimidates another person” is defined as:

- (a) The person passing by expresses no interest in the solicitation and the solicitor continues to pursue the person in an unwanted manner; or
- (b) The solicitor’s conduct would cause a person to feel unreasonable anxiety or to fear for their safety; or
- (c) The solicitor intentionally blocks the path of any person or vehicle; or
- (d) The solicitor persists in following a person closely, or continues to demand money or other thing of value after a person has expressed a lack of interest in the solicitation by words or conduct; or
- (e) The solicitor speaks using swear words, or personal attacks on persons passing by, or speaks in a voice louder than ordinary conversation.

The following factors, among others, are relevant in deciding whether a person would feel unreasonable anxiety or have cause to fear for his or her safety:

- (a) The solicitor’s making unwanted physical contact with a person; or
- (b) The proximity of the solicitor to a person; or
- (c) The duration of the solicitation, particularly after a person has expressed a lack of interest by words or conduct; or
- (d) The solicitor’s making threatening gestures or other threatening conduct, including following or criticizing a person who has expressed a lack of interest; or
- (e) The volume and tone of the solicitor’s speaking.

I understand that any violation of these guidelines/policies may jeopardize my or my organizations future activities at California State University Fullerton.

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Signature: _____ **Date:** _____

Associate Dean, Student Life: 714) 278-4941 TSU-245