

: Offices or specific administrative departments with direct budgetary support or specific recognition by the University as an official USF Department or group.

: A scheduled activity, other than a University planned or sponsored program that is delivered by the University such as an academic class, lecture, athletic team competition, academic performance, or administrative activity such as graduation or orientation, which is open for the public to attend or participate including but not limited to exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising, leisure activity. An activity that is advertised to the public by any communication means including social media that is not limited to the USF community is considered an event. An event may be one-time or periodic, free, or ticketed. Events require review to ensure appropriate allocation of university business, resources, and personnel as required for the safe operation and mission of the university.

Facilities Management is a part of Administrative Services with responsibility for campus planning, development, maintenance, enhancement, safety, and the operation of USF's buildings, grounds, and utilities.

: The unauthorized use of space by a student organization which includes permitting an outside organization to use university space without approval, student organization sponsorship and participation.

: Entities that are independent or not officially recognized by the University.

: A student group officially recognized by USF (Ple47(limite) m0 g0 G 0.06 Tc

USF defines commercial solicitation and sales as offering goods or services for sale either by advertising or direct sale that results in financial gain to the person selling the items or to a business or an organization. USF authorizes commercial solicitation by external organizations only through formal written contractual relationships. Commercial solicitation or the sale of goods and services by external organizations is otherwise regulated by USF Regulation 6.026 – Distribution of Material and Solicitation on Campus.

Door-to-door solicitation is not permitted, including solicitation in USF housing and residence halls.

The USF President may delegate the authority to the Purchasing Department to enter into written contractual agreements with external organizations permitting the solicitation and/or sale of goods and services when (a) it is in the best interest of USF; (b) when it is appropriate to provide convenient goods or services for faculty, staff, and students; and (c) when the goods or services support the educational mission of USF. Guidelines for this process are set forth below:

The standard commercial solicitation or activity form shall be used to reflect the terms and conditions of all written contractual agreements permitting the solicitation and/or sales of goods and services and require authorized signatures and approval by the appropriate responsible officer. The contract form must be obtained from the appropriate facility manager.

Upon determination by a USF Vice President or Regional Chancellor or facility manager that USF desires to permit solicitation or sale of particular goods or services on their respective branch campuses, the Director of Purchasing & Property Services or the Director's designee shall be consulted to determine if a procurement means other than the form agreement should be employed.

External or internal organizations or individuals desiring to solicit or sell goods or services on a periodic basis on the Tampa campus may do so only at the USF Bull Market and Bookstore Corral located under the SVC Canopy, conditioned upon application to and approval by the

: Non-commercial activities other than Events are permitted in USF locations that are open to the general public and which are consistent with the following general guidelines. Non-commercial activities include but are not limited to verbal and written communications, such as speeches, petitions, and demonstrations pertaining to non-

:

Displays and Exhibits need prior approval using the Event Request process or Space Impact process (see W below).

Sponsors of displays and exhibits that require interaction and/or participation from bystanders/individuals must ensure that a USF student or employee is present and responsible for the display or exhibit at all times.

USF groups that are co-sponsoring an event, display, or exhibit with a non-USF organization shall be responsible for the event. A USF student, employee, or staff member must be always with the display along with a representative of the co-sponsoring organizations. In addition, the USF group must post a sign that is visible to the public and identifies the student organization as the sponsor of the event.

Displays and exhibits on lawns must be weighed down with water bags or sandbags. No staking is permitted. Exceptions to this Policy must be approved

sponsoring group must stay with the tent at all times.

with the University's Environmental Health & Safety Office for food serving guidelines.

: Refer to the USF Policy 30-023 – Alcohol Policy

USF reserves the right to restrict signage, tables, placement, direction and/or technological equipment through its event review process.

The Building Manager or /Facility Management's authority include the ability to request a disruptive person outside the building to leave the premises pursuant to USF Regulation 4.0140 No Trespass and Loitering.

:

manner so that it does not litter the campus. Posting is not permitted on trees, poles, fences, sidewalks, or buildings.

(1) directly from a designated office as indicated on the Event Request Process (noting that events sponsored by a student or student organization on the USF Tampa Campus will follow the [Student Events Management Policy](#)); or (2) to the USF Facilities Management Office using the [Event Request Form](#)). As per section G (3) of this Policy, any event request may be referred to the UP for review and assessment of security needs. Events that include one or more of the following elements will be referred to the UP for review:

- advertised and open to the public
- expected to have a head count near or exceeding space capacity
- known to have a history or instances of behavior not consistent with USF Regulations and Policies
- anticipated to include cash or exchange of goods, minors in attendance or alcohol

The FM or their designee or the appropriate Student Affairs administrator will advise the requestor of the decision of the University and any related security costs and requirements. The event sponsor will be responsible for any additional insurance and for any cost of security or impact on the USF property. Details regarding this process may be found at <http://www.pplant.usf.edu/index.php/areas-and-services/space-impact-process>.

: Departments or
Persons seeking approval to modify University space must submit a [Space Impact Form](#) to USF Facilities Management Office (<http://www.usf.edu/administrative-services/facilities/index.aspx>) to request modification to university space and that FM will provide a response to the Requestor. Typically, this process is issued for:

- Adding/modifying signage
- Renovating/remodeling space (excludes routine maintenance)
- Adding temporary space (e.g., trailers)
- Locating aesthetic items (e.g., sculptures, trees, banners, etc.)

Any person or University official (defined in USF Regulation 4.0140 – No Trespass and Loitering) may request a person in violation of this Policy to cease the violation or to leave the premises. If the person does not cease the violation or leave the premises, the person may receive an NTO, or be subject to appropriate law enforcement action. University Police may respond directly for immediate safety issues and/or may be contacted by either Student Affairs

