

21.99.09.C0.01 Access to University Property for Soliciting Donations and for Sales and Rentals



Revised: September 21, 2026

Next Scheduled Review: September 21, 2031

[Revision History](#)

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) regulates the activities of organizations and individuals desiring to sell or rent products and services directly to or solicit donations directly from students, employees, and visitors. This procedure outlines authority for approving sales and donation solicitation on properties under the control of TAMU-CC.

Definitions

Consideration: An inducement to enter into an agreement. Some right, interest, profit, or benefit, or some forbearance, detriment, loss, or responsibility given or undertaken by parties to the transaction, including funds, gratuities, or contributions.

Customer: A person or organization that purchases or receives goods, products, or services from a business.

Promotion, Advertising, and Marketing: Creating publicity for a product, service, event, program, activity, etc. without the individual or group also seeking to sell, rent, or solicit a donation.

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 by an individual, group, or entity without requiring consideration in return. This also includes the promise of future funds, pledges, and/or contributions.

Transaction: An exchange of consideration (funds, pledges, or contributions) between two (2) or more persons or entities for the purposes of consummating a sale or rental.

Vendor: A company, group, or individual offering goods and/or services for sale. Vendors holding contracts with TAMU-CC (e.g., bookstore, food service providers) are referred to as “contracted vendors” for the purposes of this procedure. Vendors without TAMU-CC contracts are referred to as “outside vendors” for the purposes of this procedure.

See System regulation *08.02.01, Expressive Activity on Campus* for definitions of traditional public forums, designated public forums, limited public forums, and non-public forums.

Procedure

1. GENERAL

- 1.1. The authority to approve all public sales, rentals, and donation solicitations (excluding contracted vendors operating within the scope of their contract) on the TAMU-CC campus rests with the Senior Vice President for Institutional Advancement as delegated by the university President.
- 1.2. All officially recognized university groups, non-university groups, and outside vendors must obtain prior approval for sales, rentals, and donation solicitation. These sales, rentals, and donation solicitations must not conflict with existing third-party vendor contracts that lawfully grant exclusive rights. Event Services will initiate the request for approval on behalf of non-university groups that are customers of Event Services and that have a signed facilities use agreement with TAMU-CC. Event Services’ customers will abide by policies and procedures as written in their agreements.
- 1.3. Contracted vendors requesting to engage in sales, rentals, or donation solicitations outside the scope of their contracts require approval by the Vice President for Finance and Administration and Senior Vice President of Institutional Advancement. Any required contract modifications must be reviewed and approved by the Contracts office.
- 1.4. Any sales, rentals, or donation solicitations that involve a person or entity based in country of concern or foreign adversary are subject to compliance review and pre-approval under university rule *15.05.04.C1, High Risk Global Engagements and International Collaborations*.

2. GROUPS

2.1. University Groups

- 2.1.1. Departmental groups are administrative or academic units within the

university staffed by employees acting within the scope of their employment or volunteers with volunteer duties.

2.1.2. Departmental student organizations are advised by a full-time university employee, with purpose(s) that fulfill part of the mission of the university and are funded through university accounts. Examples include Student Government Association, Islander Green Team, and the Island Waves student newspaper.

2.1.3. University-affiliated groups are entities that have a signed affiliation agreement with the university and exist for the primary purpose of supporting the activities of the university. Examples include National Islander Alumni Association, Harte Research Support Foundation, South Texas Institute for the Arts, and Texas A&M-Corpus Christi Foundation.

2.1.4. Recognized student organizations are student groups of five (5) or more students who have successfully completed the registration process and meet the requirements of the Student Activities Department which enables the organization to hold recognition status. Examples include Baptist Student Ministry, Sea Turtle Club, and Fencing Club.

2.2. Non-University Groups

Non-university groups are typically separate legal entities from the university, even those in which the membership or participation includes university personnel, alumni, and/or students. The university does not have authority over these organizations' activities, nor do they exist for the singular purpose of supporting the university's mission. Examples include individuals, for-profit groups, non-profit groups including professional organizations or societies, governmental organizations, other universities, and political groups. Non-university groups that engage in sales will be classified as vendors for the purposes of this procedure.

3. REQUEST PROCESS

3.1. University Groups

3.1.1. Faculty, staff, students, and university groups wishing to solicit donations or conduct sales and/or rentals must obtain permission from the Office of the Senior Vice President for Institutional Advancement. Requests that require the issuance of charitable gift receipts or that offer tangible benefits must be submitted at least thirty (30) business days prior to the requested start date of operations using

the Fundraising/Solicitation Proposal Form available on Institutional Advancement's Development website and in the Appendix section of this procedure. Requests that do not meet these criteria must be submitted at least ten (10) business days prior to the requested start date of operations.

- 3.1.2. Recognized student organizations wishing to solicit donations or to make sales and/or rentals on or off campus are required to submit required documentation to the Student Activities Department. Sports clubs must also follow guidelines as outlined in the Sports Club Handbook (see Appendix).
- 3.1.3. A copy of the Texas State Sales and Use Tax Permit or the Texas State Sales Tax and Use Exemption Certification must be on file with Institutional Advancement if the solicitation involves a sale of any kind.
- 3.1.4. Permission to solicit donations or to make sales and/or rentals is not required if:
 - (a) such solicitation is done through the Island Waves student newspaper;
 - (b) students, faculty, or staff are advertising personal items (i.e., "for sale" or "wanted") on general purpose bulletin boards;
 - (c) university groups are selling approved items to their members only;
 - (d) university groups are advertising or promoting university events;
or
 - (e) contracted vendors are operating within the scope of their contracts.

3.2. Non-University Groups

- 3.2.1. To begin requesting rental space on campus, non-university groups are required to submit a Facilities & Services Request form on Event Services' website (see Appendix). Event Services will consult with the appropriate campus units to approve or reject the request. Institutional Advancement and University Auxiliary Services have authority to approve general requests.
- 3.2.2. University Auxiliary Services has authority to approve requests from non-university housing providers. University Auxiliary Services will

inform Institutional Advancement of such requests and approvals.

4. REJECTION AND/OR REVOCATION

- 4.1. A solicitation request may be rejected or revoked by the Senior Vice President of Institutional Advancement in consultation with the Vice President for Finance and Administration.
- 4.2. The request may be rejected if the sales/rentals and/or solicitation actions of an organization disrupt the normal activities on campus.
- 4.3. Justifiable reasons for rejection or revocation include, but are not limited to, conflict with existing contracts, failure to comply with the basic requirements of this procedure, faulty merchandise, unsanitary conditions or practices, misrepresentation, falsification of information on the application, interference with the educational mission of the university, interference with normal traffic flow and use, or blockage of ingress or egress.
- 4.4. Further disciplinary action beyond rejection or revocation of permission to solicit donations and to make sales and/or rentals may include not permitting the person or group (university or non-university) to conduct future sales and/or rentals or solicit donations on campus for a specified time or recommending that students, faculty, or staff involved in an infraction be charged with a violation of university rules or procedures and therefore be subject to disciplinary action.
- 4.5. If at any time the act of soliciting donations, selling, renting, or executing transactions materially and substantially disrupts activities on campus (as defined in university rule 08.02.99.C1, *Expressive Activity on Campus*), the university employee witnessing the disruptive activity should ask those organizations and/or individuals to cease their actions and, when appropriate, to leave the campus. Should they refuse to cease their actions or to leave if requested to do so, the university employee should notify the University Police Department.

5. COMMERCIAL SPEECH

Commercial speech includes advertising, marketing, promoting products or services, or engaging in transactions and is subject to regulation under this procedure, System regulation 21.99.09, *Access to System Property for Sales, Rentals and Soliciting Donations*, System regulation 08.02.01, *Expressive Activity on Campus*, university rule 08.02.99.C1, *Expressive Activity on Campus*, and other applicable rules and procedures. Commercial speech that is misleading or concerns unlawful activity is prohibited.

Related Statutes, Policies, or Requirements

System Regulation [08.02.01, Expressive Activity on Campus](#)

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

University Rule [08.02.99.C1, Expressive Activity on Campus](#)

University Rule [15.02.99.C1, Export Control Compliance Program](#)

University Rule [15.05.04.C1, High Risk Global Engagements and International Collaborations](#)

University Procedure [41.01.01.C0.01, Use of University Facilities](#)

Appendix

[Facilities & Services Request](#)

[Fundraising/Solicitation Proposal Form](#)

[Sports Club Handbook](#)

Contact Office

Contact for clarification and interpretation: Senior Vice President for Institutional Advancement
361.825.5749