

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



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Next Scheduled Review: June 15, 2025

[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 assigns authority for approving sales and donation solicitation on properties under the control of TAMU-CC.

Definitions

Consideration: An inducement to enter 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.

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, housing, 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 university rule *08.99.99.C1, 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 university departmental auxiliary services and contracted vendors) on the TAMU-CC campus rests with the 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 by must not conflict with existing third-party vendor contracts lawfully granting exclusive rights.
- 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. Any required contract modifications must be reviewed and approved by the Contracts department.

2. GROUPS

2.1. University Groups

- 2.1.1. Departmental groups are administrative or academic units within the university that are staffed by university employees who are 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, whose purposes fulfill part of the mission of the university and are funded through university accounts. Examples include: Student Government Association, Islander Green Team, and the 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 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 other council-specific requirements which enable 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 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 a vendor for 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 to make sales and/or rentals are required to obtain permission from the Office of the Vice President for Institutional Advancement at least ten (10) business days prior to the requested date for beginning operations via the online request form available on Institutional Advancement's Development website.
- 3.1.2. Recognized student organizations wishing to solicit donations or to make sales on or off campus are required to submit required documentation to Student Activities. Club Sports must also follow guidelines as outlined in the Club Sports Manual.
- 3.1.3. A copy of 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 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 its 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

To begin the process of requesting rental space on campus, non-university groups

should contact Event Services. Event Services will consult with the appropriate campus units to approve or reject the request.

3.2.1. Institutional Advancement and University Services have authority to approve general requests.

3.2.2. Student Engagement and Success has authority to approve requests from non-university housing providers. Student Engagement and Success will inform Institutional Advancement of such requests and approvals.

4. REQUEST REJECTION AND/OR REVOCATION

4.1. A solicitation request may be rejected or revoked by the Vice President of Institutional Advancement in consultation with the Vice President for Finance and Administration.

4.2. The request may be rejected if at any time the sales and solicitation actions of an organization substantially 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 as outlined, 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 *08.99.99.C1, Expressive Activity on Campus*), the university official 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 official should notify University Police Department.

5. COMMERCIAL SPEECH

5.1. Commercial speech is protected by the First Amendment. Commercial speech includes advertising, marketing, or promoting products or services. The university *cannot* limit any seller's right to advertise or promote products or services

(including price information) in “traditional public forums” or “designated public forums.” See university rule *08.99.99.C1, Expressive Activity on Campus* for definitions and examples of types of forums. The university *can* regulate advertising and promotional speech in these forums that is false, misleading, or offering illegal goods or services.

- 5.2. The university *can* limit or prohibit a seller from advertising or promoting products and services in “limited public forums” and “non-public forums.”
- 5.3. The university *can* limit or prohibit a seller from engaging in transactions in any forum by requiring adherence to established university rules and procedures.

Related Statutes, Policies or Requirements

System Regulation [21.99.09, Access to System Property for Sales, Rentals and Soliciting Donations](#)
University Rule [08.99.99.C1, Expressive Activity on Campus](#)
University Procedure [41.01.01.C0.01, Use of University Facilities](#)

Contact Office

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