

: The University of Toledo – All Campuses		: May 27, 2022 : June 22, 2011	
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo regulates and restricts activities, by both employees, non-employees businesses, and organizations, involving solicitation, advertising, and distribution of literature (electronic or hard copy). The Chief Human Resources Officer or designee is the facility administrator to be contacted regarding solicitation, advertising, and distribution activities conducted on any campus of the University as it relates to human resources issues, and the Associate VP of Marketing and Communications or designee is the facility administrator to be contacted regarding solicitation, advertising, and distribution activities conducted on any campus of the University as it relates to marketing and student enrollment issues.

(B) Purpose of policy

The purpose is to ensure that University employees can perform their duties free from intrusions and work interruptions, to safeguard the security of persons, facilities, and property, and to ensure the privacy essential to patient care.

(C) Scope

This policy applies to all facilities and property on the campuses of the University or under the operating authority of the University. This policy applies to all solicitations, advertising, and distributions with the exception of philanthropic fundraising activities and requests for gifts by external or internal individuals and organizations for any purpose connected with the University.

(D) Roles & Responsibilities

(1) Activities by Non-Employees:

- (a) An organization or non-employee which intends to solicit, advertise, or distribute literature to employees must, each visit:
 - (i) Give advance notice of forty-eight hours of such intention by contacting the facility administrator for each facility.
 - (ii) At the time the advance notice is given, provide a list of the names of the persons or alternates who wish access to the premises.
 - (iii) In the event two or more requests for access to a facility for the same or overlapping times have been made, the facility administrator should attempt to provide alternate designated areas. In the event that no alternate designated area is available, the facility administrator will grant access to the available designated area on a rotating basis with equal time for its use.
 - (iv) If the designated areas are unavailable due to a prior reservation, then the facility administrator shall immediately notify the requesting party of such conflict.
- (b) An organization or non-employee may solicit, advertise, or distribute literature in designated areas, provided the employees being solicited are on non-working time. Designated areas are to be determined by the facility administrator and a list of such areas will be made available by the facility administrator upon request.
- (c) An organization or non-employee may not distribute literature nor solicit employees in any work area, regardless of the fact that the employees are on non-working time.
- (d) An organization or non-employee shall be permitted to submit notices for posting to the facility administrator. Such notices must be a reasonable size so as not to obstruct any

(i) "Solicitation" - means any activity conducted for the purpose of advertising, promoting, or selling any product or service, or encouraging membership in any group, association or organization.

(j) "Work area" - means areas to be determined by the facility administrator, and generally includes offices, work stations, conference rooms and corridors leading directly thereto which are used as an integral part of performing work and any area where the employee performs their o -0.00-6 (g)10 (i)-2 (n)-10 (g)10 (4pTJ (er)310 (f)3 (f)3 (i)-2 (c)-6 (e))-4 ()TJ0