

# TUFTS UNIVERSITY POLICY ON SOLICITATION, VENDING AND DISTRIBUTION

## TUFTS UNIVERSITY POLICY ON FOOD VENDING/DISTRIBUTION

The University, through the Office for Campus Life, regulates all commercial activity and solicitation on campus as presented from student organizations and off-campus partners. These activities include distribution of products and promotional materials, leafletting or solicitation, sales and solicitation for any purpose or fundraising. All student organizations must receive permission from the Office for Campus Life before engaging in the above activities on University property. Usually permission is granted through the Student Organization event registration process; however student organizations should seek assistance from the Office for Campus Life before planning any solicitation, vending or distribution.

### **Prohibited Activity:**

Door-to-door canvassing or sales in residence halls or campus offices is never allowed. Soliciting or selling by telephone to students in residence halls is also prohibited.

### **Vending/Tabling Student Organizations:**

**Mayer Campus Center:** Table space may be reserved by student organizations or departments in the lobby of the Campus Center through the EMS Space Reservation System Monday - Friday. There are five spaces available in the lobby of the Campus Center which can be reserved each day between 9:00 a.m. and 5:00 p.m. Tables are not allowed to be taken outside. Tables must be staffed at all times. The OCL reserves the right to limit the number of days an individual group may reserve a table. Each reservation gets a 4ft table and 2 chairs (extra chairs based on availability). **Mayer Campus Center Patios:** For tabling on the Mayer Campus Center Patios a reservation must be made for the Upper or Lower Patio on the EMS Space Reservation System. All other tabling guidelines apply. *NOTE: Student Organizations reserving tables for off-campus partners must have at least one student organization representative present at entire tabling event and the off-campus partner must in some way connect to the goals and mission of the student organization.*

**Dining Halls:** Tabling at Dewick MacPhie or Carmichael Dining Hall is allowed for student organizations and departments. Requests must be made directly to the specific dining hall manager

**Other Areas:** Vending, solicitation, or distribution may be conducted in certain outdoor areas and will be approved on a case-by-case basis. A space reservation should first be made in the EMS Space Reservation System. Student Organizations will then be invited to go through the Event Registration process for approval.

### **Distribution or Solicitation by Non-University Parties**

Non-University parties are limited to solicitation or distribution to public walkways and streets. Groups should not be harassing or obstructing passersby in any way. Groups cannot be on University property. Groups cannot place literature on cars parked on University property. Groups not adhering to the above regulations will be reported to University Police.

### **Vending/Tabling for Non-University Parties on Campus:**

Daily vending/tabling is allowed in the Mayer Campus Center. Groups must reserve vending space through the Office for Campus Life. There is a daily cost for vending. Vendors must adhere to all vending regulations and the University reserves the right to not allow a specific vendor. Information can be found at [www.ocl.tufts.edu](http://www.ocl.tufts.edu).

### **Food at Events:**

Guidelines for food at events are often dictated by the specific space being used. Please refer to the details of specific spaces in the EMS Space Reservation system for information. Many spaces do allow outside food, however this should all be approved for student organizations as part of the event registration process. Questions should come directly to the Office for Campus Life prior to planning an event or purchasing food.

### **Use of Non-University Caterers:**

Should the event space allow you to have outside food student organizations should only use an approved commercial caterer/restaurant with proper liability insurance and Health Department credentials. Restaurants will be responsible for the safe delivery and service of food products, depending on the produce. The sponsoring organizations will be responsible for proper clean-up of the facility and any kitchen equipment used. If clean-up is not up to standards, the organization will be billed for additional cleaning. Depending on the event the student organization may be responsible to pay for a cleaning detail. In addition, Tufts Dining Services may require that a Dining Services employee be hired by the student organization to supervise the caterer's use of University dining

and/or kitchen facilities and equipment or to handle clean-up. *Note: An outside caterer may not provide alcohol of any kind in any University facility.*

**Food Sales as Fundraisers:**

Food sales as fundraisers for student organizations are limited to bake sales and must adhere to the student organization vending/tabling guidelines. Organizations may host no more than one bake sale per month and may not be back to back days. All food for sale must be clearly identified with ingredients listed, wrapped individually and may not be sold following the end of the bake sale time.

**Prohibited Activity:**

Outside food is never allowed to be brought in to any University dining facility. For events in dining facilities student organizations must use Tufts Catering for food service.

Warmers, sternos, hot pots etc. may not be used as part of any food sale. Food needing to be served hot must be provided by an outside caterer with the proper equipment and credentials. Ice Cream, milk/dairy or other products required to be cold are also prohibited as part of a food sale.

Food sales as fundraisers other than bake sales would require licensing and approval from the city of Medford or Somerville, depending on the location of the event.

Alcohol at student organization events would need special permission as a part of the event registration process. Please contact the Office of Campus Life with questions. Alcohol service is only allowed through the Tufts University Catering.