

LOBBY SPACE USE/SOLICITATION – reservation required

All lobby space users must check in with the University Event and Meeting Services office to have their space set up with tables, chairs, etc.; spaces are not set up in advance. Please stop by room 219 in the Centennial Student Union to let us know you are ready to staff your lobby space. The University Event and Meeting Services office reserves the right to select appropriate lobby spaces for all requestors.

Lobby Space Cost Criteria

1. If there is an *exchange of money* between the vendor and individuals there will be a charge of \$75.00 for the day, payable prior to set up.
2. If the Vendor is *bringing in merchandise* to the Student Union, the vendor will rent a double lobby space at a cost of \$75.00 per day, payable prior to set up. No other lobby spaces are available for this purpose.
3. For vendors offering credit card, phone card, cell phone or any other type of service where they are asking individuals to enter into a *contract*, the cost will be \$75.00 per day. Appropriate lobby spaces to be determined by the University Scheduling and Conference Services office. There will be absolutely no gifts, giveaways or other incentives to entice individuals to enter into the contract. The individual must choose to enter a contract relationship based on the service benefits only.
4. Outside groups passing out information, recruiting for employment and other *purposes not related to the sale of a product/service*, the rate will be \$25.00 for a single lobby space.
5. Recognized Student Organizations and student fee based organizations are allowed to reserve lobby spaces without a fee.

If students are taking credit card applications for fundraising purposes, or performing any other type of *activity for an outside vendor*, the vendor must pay the fee for the lobby space. The fee will be determined following the above guidelines. See *Relationships Between Service Contract Companies And Student Organizations Of Minnesota State University, Mankato* in this section.

Minnesota State University, Mankato reserves the right to revise these guidelines as needed.

Vendor Policies for the Centennial Student Union (CSU)

- Vendors using Minnesota State University, Mankato facilities are required to comply with all state, county and municipal requirements.
- Vendors who are bringing in merchandise to the CSU will be booked into a double lobby space and the rate will be \$75.00 per day.
- The CSU is not responsible for loss of items. Vendors assume all responsibility for the use of space in the Student Union. Vendor is responsible for all taxes and fees.
- The CSU reserves the right to screen products being sold.
- No gifts, giveaways, and/or other incentives will be available to entice individuals to enter into contracts with the company for their service. The individuals must choose to enter a contract relationship based on the service benefits only. Companies soliciting for contract relationships must sign the solicitation agreement prior to use of the lobby space.
- Before being issued a lobby table, vendors are required to stop at the University Scheduling and Conference Services office, room 219 in the Centennial Student Union.

- Vendors must pay lobby fees for the day prior to set-up of the lobby table and/or rental space.
- Upon request, vendors must show:

City of Mankato Peddler's License

To obtain a Peddler's License, Contact:

City Clerk

City of Mankato

202 E. Jackson

Mankato, MN 56001

Phone: 507-387-8607 (8:00am-4:30pm)

- Upon request, vendors must furnish Federal Employee ID# or Social Security Number and/or sales tax number.
- Vendors will be charged for the space they reserved if they fail to cancel by 11:00am on the day of the reservation. (*See non-cancellation policy of Facility Use Policy, section 7*).
- Vendors are allowed to make reservations for two weeks at a time subject to availability. When the end of the two weeks is near they are allowed to make additional reservations for another two weeks.
- A lobby space is a designated lobby area on the main level of the Student Union that is 3' X 6'. Any display larger than 3' X 6' must be approved by the Student Union Director (or designee) and will be charged an additional lobby space rental fee.
- Each lobby space shall be furnished a maximum of two lobby tables per space and 2 to 4 chairs per lobby space. Lobby tables measure 1.5' X 6'.
- The volume of sound from the use of any audio equipment in a lobby area cannot be any louder than to extend in an area of 5 feet from the lobby space.
- Vendors will have the use of a 4-wheel cart and the loading dock facilities (on the south side of the building near the visitors' pay lot) during loading and unloading only. Vendors must do **their own** loading and unloading.
- The Centennial Student Union is not responsible for storage. If storage is needed, space may be provided at an additional charge (subject to availability).
- No soliciting, reaching out to people, shouting at people or moving in front of your table to distribute materials is allowed. You must stay behind the table.
- Lobby spaces must be staffed at all times.
- Contract-seeking solicitation (credit cards, phone cards, etc.) requires the vendor's signature on an agreement form prior to setting up a lobby space for the vendor. (*See form in Section 6*)

Solicitation-Contract Seeking Vendors

Solicitation Policy for:

Credit Cards, Charge Cards, Phone Cards, Cell Phones, Etc.

at Minnesota State University, Mankato

These criteria and procedures are adopted by the Centennial Student Union Board of Directors and the Student Union Administration of Minnesota State University, Mankato to govern the solicitation by companies whose purpose is to involve MSU campus community members in contract relationships. This includes, but is not limited to, credit cards, phone cards and cell phones. All agents or representatives (including Student Organizations) who desire to do business at the Centennial Student Union shall meet the following criteria:

- The Company agrees that no gifts, giveaways, and/or other incentives will be available to entice individuals to enter into contracts with the company for their service. The individuals must choose to enter a contract relationship based on the service benefits only.
- The Company must inform students of any and all obligations and possible effects that misuse of the contracted service may have on them through a proper visual display in their lobby space.
- The Company shall only solicit in those areas designated by the University.
- Advertising (posters, flyers, newspaper or other) shall in no way indicate or imply university sponsorship or endorsement of the company or services.
- The Company shall abide by any and all policies of the university, as well as state and city laws.
- The Company will pay the full current lobby space rental fee for solicitation. This must be paid prior to set up. There is not a discount for co-sponsoring with a student organization, department, etc.
- Only one service Solicitation Company can reserve space in the Centennial Student Union per day. Each company is limited to no more than five days per semester. The University Scheduling and Conference Services office will determine which lobby space will be used for this purpose.
- If the Director and/or the Director's designee receives three or more complaints in writing on any given day the Company will be asked to leave and all future reservations for the school year (the period from

the first day of classes for fall semester in August until the end of the spring semester in May) will be cancelled.

- If it is determined that any of the above policies are being broken, the Company will be asked to leave and all future reservations for the school year will be cancelled.
- The Student Union will not store any materials used for solicitation.

NO SHOW / NON-CANCELLATION FEES

Due to the high demand for meeting and performance space in the Centennial Student Union, groups not canceling a reserved space within the prescribed time frame will be subject to a non-cancellation fee or related labor charges.

Rooms requiring Special Set-ups

- ³/₄ Rooms requiring special set-ups must be canceled 3 working days in advance of the event. A \$10.00 non-cancellation fee or incurred set-up charges, which ever is greater, will be assessed.

Rooms that have Standard Set-ups

- ³/₄ Rooms that have a “standard” set-up must be canceled one working day in advance.
- ³/₄ Campus groups and departments will be allowed one warning per academic term without charge.

A copy of this policy will be faxed or e-mailed at the time of the reservation. **University Event and Meeting Services must receive a signed copy of the solicitation agreement for contract vendors before a lobby space will be set up.**

**Relationships Between Service Contract Companies And Student Organizations
Of Minnesota State University, Mankato**

The following procedures apply to Service Contract Companies who wish to co-sponsor with Student Organizations.

The company will provide a written contract to the Student Organization to include the following:

- Expectations the company has of the Student Organization
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- Financial agreement including date and type of payment to the organization, as well as signature, address and telephone number of the responsible party representing the company
- The company shall have a representative of the Student Organization sponsoring the solicitation present at the table for the duration of the reservation
- The rental fee for the lobby space for solicitation will be paid by the company and is not to come from the students' commissions

Companies will be prohibited from soliciting at MSU for failing to meet these criteria

These guidelines shall be administered by the Director of the Centennial Student Union or the Directors Designee. The formulation of all CSU policies is reviewed with the Union Board.

**Solicitation Policy for
Credit Cards, Charge Cards, Phone Cards, Cell Phones, Etc.
at Minnesota State University, Mankato (Revised 10/2001)**

These criteria and procedures are adopted by the Centennial Student Union Board of Directors and the Student Union Administration of Minnesota State University, Mankato to govern the solicitation by companies with the purpose of involving MSU campus community members in contract relationships. This includes, but is not limited to, credit cards, phone cards, cell phones, etc. All agents or representatives (including Student Organizations) who desire to do business at the Centennial Student Union shall meet the following criteria:

- The Company agrees that no gifts, giveaways, and/or other incentives will be available to entice individuals to enter into contracts with the company for their service. The individuals must choose to enter a contract relationship based on the service benefits only.
- The Company must inform students of any and all obligations and possible effects that misuse of the contracted service may have on them through a proper visual display in their lobby space.
- The Company shall only solicit in those areas designated by the University.
- Advertising (posters, flyers, newspaper or other) shall in no way indicate or imply university sponsorship or endorsement of the company or services.
- The Company shall abide by any and all policies of the university, state and city.
- The Company will pay the full current lobby space rental fee for solicitation. This must be paid prior to set up. There is not a discount for co-sponsoring with a student organization, department, etc.
- Only one service Solicitation Company can reserve space in the Centennial Student Union per day. Each company is limited to no more than five days per semester.
- If the Director and/or the Director's designee receives three or more complaints in writing on any given day the Company will be asked to leave and all future reservations for the school year will be cancelled.
- If it is determined that any of the above policies are being broken, the Company will be asked to leave and all future reservations for the school year will be cancelled.
- The Student Union will not store any materials used for solicitation.

A copy of this policy will be faxed or mailed at the time of the reservation. University Scheduling and Conference Services must receive a signed copy of this agreement before a lobby space will be set up.

NO SHOW / NON-CANCELLATION FEES

Due to the high demand for meeting and performance space in the Centennial Student Union, groups not canceling a reserved space within the prescribed time frame will be subject to a non-cancellation fee or related labor charges.

These policies are understood and agreed to.

Signature _____

Company Name _____

Date _____