

	DEPARTMENT OF ADMINISTRATIVE SERVICES <b>POLICY MANUAL</b> ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-322
	APPROVAL:	EFFECTIVE DATE March 1, 1998
SUBJECT: SALES AND SOLICITATIONS IN STATE OFFICE BUILDINGS AND ON STATE GROUNDS		PAGE 1 OF 6

**PURPOSE:** To ensure minimal employee interruption and to restrict sales activities and solicitations in state office buildings and on grounds owned or leased by the Department.

**POLICY:** I. A. Pursuant to OAR 125-80-010, in any state office building premises under the jurisdiction of the Department, any temporary walk-in sales activity or solicitations by any person who is not a state employee shall be controlled by the Division's O & M Section.

Any inquiry or request for such activity must include the time, place, type of activity being proposed and the organizational affiliation, if any; and be received at least seven (7) days in advance of the date such activity is to take place. Any inquiry or request for such activity should be addressed to either a Director, Administrator or other management authority acting in the capacity of Building Manager/Coordinator residing in a building under the jurisdiction of the Department of Administrative Services or to:

Events, Operations and Maintenance Section  
Facilities Division  
Department of Administrative Services  
1240 Ferry Street SE  
Salem, Oregon 97301-4288  
Phone: (503) 378-3664, ext. 255

- B. The Division, through its O & M Section, will serve in an advisory capacity as requested by either the Department or a Building Manager.
- C. Such temporary sales or solicitation activity restricted under this Policy shall include, but not be limited to, hawking, peddling, vending or selling goods, wares, merchandise, foods, beverage or services, soliciting donations or signatures, or distributing handbills or posting posters on any wall space designated for such purposes.
- D. Any wall space designated for posting information or bulletin boards shall be used for state business and related purposes only.

- II. Permission for any restricted activity under this Policy may be given under the following conditions:
- A. Such proposed activity is determined as not likely to interfere with the normal operation of the building or working conditions of the building residents;
  - B. Such activity is considered of significant benefit or relevance to the residents of the state office building in conducting their official business, or in the general public interest; and
  - C. When such sales of products or other activities are conducted by members of and on behalf of any nonprofit organization whose primary mission is for services for youth, charitable organizations or services for the public.
- III. Public users must provide the State short-term, General Liability proof of insurance of not less than \$500,000 prior to the activity date if determined applicable by the State.
- IV. All individuals engaged in the above activities shall complete and sign a State Premises Agreement with O & M or the appropriate Building Manager/Coordinator.
- V. No sales or solicitations shall be permitted to take place at workstations of the state office building residents.
- VI. State employees shall not engage in any sales or solicitation activities in any buildings in the Department's jurisdiction, except when so authorized by O & M.

**PROCEDURE:**

<u>Responsibility</u>	<u>Action</u>
Permit Applicants for Sales and Solicitations	1. Apply to the Division or a Building Coordinator/Building Manager residing in the building.
Operations and Maintenance Section or Building Coordinator/ Building Manager	2. Receives requests and consults the building tenant agency Section or representative when appropriate to determine whether the proposed solicitation activities should be permitted. Building Manager consults with O & M, if necessary
	3. Informs the applicant of the decision and gives instructions or restrictions as needed, along with State Premises Agreement.

ResponsibilityAction

Applicants

1. Complete and sign State Premises Agreement and return.
2. Follow procedures and restrictions specified by the Agreement relative to use.
3. Leave the premises in reasonably clean condition after use. In the event that excessive clean up by the Division's custodial personnel is necessary, the user may be billed for the additional custodial services.