

Note: Incomplete forms will not be accepted or approved.



FORT WAYNE *Request to Solicit on campus*

Note: All requests to solicit must be received a minimum of two (2) weeks prior to your requested on campus date.

Date: _____ Name of Group you are Representing: _____

Your Name: _____ Your Title within that Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

What is the time period you wish to solicit on campus?

_____ through _____
Day Month Date Year Time

Where do you intend to be on campus? _____

What is the purpose of your request? _____

What is the goal of your on campus solicitation? _____

Have you been here before? _____ When? _____

Will you be distributing anything for this solicitation? _____

What are the intended contents? _____

How many copies do you hope to distribute? _____

Who are the intended recipients of the printed materials? _____

Do you plan to use a speech or script? _____ If yes, please attach to this request.

Have you read the Solicitation Guidelines (see below)? _____

Do you agree to abide by them? _____ Enter Additional Info Here:

Signature Date

Approval of On-Campus Solicitation Permit

Purdue University Fort Wayne grants a one-time permit to allow the event described in this document to solicit on the campus of Purdue Fort Wayne on the date/time specified above.

(circle one) Approved Denied

Greg Justice, Executive Director Facilities Management Date

cc: Police Department Facilities Management
 Requestor Special Events



FORT WAYNE

Solicitation Policy:

The full policy can be found here:

<http://www.pfw.edu/dotAsset/15727985-b739-4a91-954e-763c4522a931.pdf>

Policy Highlights:

- You may not impair the free travel of students/staff/faculty in and around the campus.
- You may not ‘force’ your material(s) on people. If they say no, you must walk away.
- Disruptive personnel will be removed from campus.
- No illegal activities may take place on University Property.
- The use, possession, distribution or sale of narcotic drugs, alcohol, explosives, guns, other deadly or dangerous materials or weapons is strictly prohibited.
- Purdue Fort Wayne is a tobacco free campus.
- Only service animals are permitted on campus.
- Any signs, placards or other display type material must be pre-approved.
- Must adhere to all OSHA and Fire Codes.
- Your activity may be promoted to students, faculty, and staff only and may not be marketed to the general public.
- You may not solicit money on campus.
- Commercial organizations may not use the University to promote or sell their products or services.
- Groups activities may occur in the following locations:
 - Area 1: Between the Fieldhouse, Medical Education Building and the Rhinehart Music Center
 - Area 2: Friends Pavilion
 - Area 3: Between the Helmke Library and Walb Union
 - Area 4: the Science Mall Circle
 - Area 5: Between the Engineering Building and Neff Hall (at the Obelisk)
- Group activity may take place in no more than 3 of the above locations at any one time.
- Group is limited to no more than 5 consecutive days and no more frequently than once per semester and once per summer session months (for a total of 3 times per year)
- Group activity must not hinder pedestrian traffic or create any safety hazard.
- Group activity must be “passive” in nature (i.e. not intrusive, physically assertive or obscene).
- Group activity must not disrupt the educational activities of the University.

- ◇ Area 1: Between the Fieldhouse, Med Ed and Rhinehart Music Center
- ◇ Area 2: Friends Pavilion
- ◇ Area 3: Between Helmke and Walb
- ◇ Area 4: Science Mall Circle
- ◇ Area 5: Between Engineering and Neff (at the Obeslisk)

