

GUIDELINES FOR STUDENT OWNED ON-CAMPUS BUSINESSES

All students wishing to sell products or services on campus must register with the Office of Student Engagement. This is accomplished by completing the Student Owned On-Campus Business form. Please note that approval of a student owned business on campus must be obtained from the Director of the Office of Student Engagement before commencement of business operations. Any student owned, on-campus businesses that have not followed this policy for approval will be required to stop operations until this process is completed and approval has been received.

Business requests should not be in direct competition with operations of any Messiah University owned and operated businesses, including, but not limited to Dining Services (food, beverages, etc.) or The Campus Store (books, clothing, apparel, etc.). Additionally, consideration will be given to the risk associated with the operations of the proposed student owned on-campus businesses. For this reason, businesses pertaining to activities or services in which inherent risk could be a concern will not be considered.

Additional guidelines to be considered throughout the student owned business approval process and to be followed throughout the operations of an approved student owned on-campus business are as follows:

1. Permission must be granted prior to advertising or selling products and services.
2. Access to the University's name, mailing lists, word mark, letterhead, mailing services, bulk mailing permit, and the Campus Press is not available for personal fundraising.
3. Posters and/or flyers can only be hung on public bulletin boards throughout campus. Other means of Campus-Wide advertising is reserved for University related announcements. Use of these advertising means is at the discretion of the respective office which oversees that medium, including but not limited to; Yellow Breeches Television, the Intercom, mass emails, campus mail, etc.
4. Door-to-Door solicitation is prohibited on-campus.
5. University computer facilities and systems are not to be used for personal gain, or benefit of an organization other than the University. This includes but is not limited to advertising campaigns, pranks and chain messages, and announcements.
6. The use of University owned facilities will be closely monitored if students are using them for personal fundraising. The University reserves the right to alter or prohibit future sales or services if the perceived consequences of continued use will be harmful to University owned property or the community.

Violations of any of these guidelines by an individual may result in on-campus business approval being revoked, forfeiture of funds raised, and/or recommendation to the student conduct process through the Dean of Students. In the event that funds are confiscated or a fine is issued, the funds shall be donated to a worthy cause with preference given to the Agape Center Service Trips.

For questions about this policy or to set up a meeting with the Director of Student Engagement, please email studentengagement@messiah.edu.