



Division 01 Administration and Organization

Chapter 23 – Solicitation on County Property

January 2009

POLICY

This General Order shall set forth the policy and procedure pertaining to solicitation on County property.

In the absence of written authorization from the Director, Office of Central Services (OCS), solicitation on County property is prohibited. "No Solicitation" signs are posted at all County properties.

DEFINITIONS

Solicitation –any request or plea regarding the purchase of a good or service, or donation to a cause

PROCEDURES

1. Request for Solicitation

Applications for solicitation requests on County property (Attachment A) are available from the Office of Central Services. Signed and completed applications should be submitted ten business days in advance of the planned activity.

The following stipulations apply to each request:

- The applicant/organization must be an Internal Revenue Service (IRS) approved and designated 501(c) (3) entity located in Prince George's County.
- Every applicant/organization will be limited to three (3) requests per year. Requests that exceed this limit must

- also be approved by the Chief Administrative Officer (CAO).
- Solicitation activities can only be conducted at locations and times determined by the Facilities Operation and Management Division as available and accommodating.
- Absolutely no soliciting is to take place in a County employee's immediate work environment, i.e., offices, workspaces, workstations and/or common areas.
- The applicant/organization is responsible for securing and presenting the required licenses and/or permits.

2. Approval and Designation of Appropriate Area

The Administrator of the Facilities Operation and Management Division will determine whether the applicant's requested location and hours are accommodating and available for the activity planned. The Administrator will forward the application to the Director of the Office of Central Services with a recommendation. If the Director approves the application, the Administrator of the Facilities Operation and Management Division will designate a Coordinator responsible for arrangements regarding the applicant's specific or special needs. Applicants will be notified of the status of their request within five (5) business days of receipt.

3. Solicitation on County Property by County Employees for Non-profit Organizations



County employees may solicit on County property on behalf of non-profit entities (e.g., school fundraisers, walkathons, and cookie sales) on their own time and without disruption of operations in the workplace. County employees are prohibited from soliciting, peddling, or vending for individual or personal profit on County property.

FORMS/ATTACHMENTS

Prince George's County Government
Solicitation Application

4. Exemptions

County fire stations are exempt from this procedure as volunteer fire and rescue operations. Labor unions should refer requests to solicit on County property to the Office of Personnel and Labor Relations who will coordinate requests with the Office of Central Services, Facilities Operation and Management Division.

5. Responsibilities

Applicant/Organization

The applicant/organization is responsible for returning the location to a clean and orderly condition immediately following the event. Applicants/organizations will be charged for any damages incurred during their occupancy.

Employees

Employees are responsible for informing a solicitor on County property that unauthorized soliciting is not permitted. Once informed, employees should notify the Administrator of the Facilities Operation and Management Division if the soliciting continues. The Administrator of the Facilities Operation and Management Division is responsible for having the solicitor removed from County property.

REFERENCES

Prince George's County Administrative
Procedure 594

**PRINCE GEORGE'S COUNTY GOVERNMENT
SOLICITATION APPLICATION**

Applicant's Information

1) Applicant/Organization Name _____

2) Applicant/Organization Address: _____

3) Applicant/Contact Telephone: (_____) _____ - _____ Email: _____

4) Purpose of Request: (provide a description of the purpose of the request; e.g., selling of baked goods, crafts or plants)

5) Location Requested: _____

6) Period Requested: Date(s): from ____/____/____ Hour(s):from ____:____ am/pm to ____:____ am/pm
to: ____/____/____ from ____:____ am/pm to ____:____ am/pm

7) Accommodations: indicate quantities needed of table(s) _____ chair(s) _____

Other/Special accommodations: _____

8) Has applicant/organization submitted other requests this year? ____ No ____ Yes If yes, circle the number
of requests that have been submitted by this applicant/organization during the current year 1 2 3 3+

Signature of Applicant

Date

Printed Name of Applicant

Send completed form to: Administrator, Facilities Operation and Management Division
Office of Central Services
3415 North Forestedge Road
Forestville, MD 20747

For Prince George's County Office Use Only

FOM Administrator	Chief Administrative Officer	Director, Office of Central Services
Recommendation: Approval: ____ recommended ____ not recommended Reason(s) for recommendation: _____ _____ Signature: _____ FO&M Administrator Date: _____	<i>(CAO's approval is required only if applicant has made more than three (3) prior requests during the current year. See Question 8 above.)</i> Approval: ____ Approved ____ Not Approved Signature: _____ Chief Administrative Officer Date: _____	Approval: ____ Approved ____ Not Approved Signature: _____ Director, Office of Central Services Date: _____