



General Order Number: 01-23	Effective Date: January 2010
Division: Administration and Organization	
Chapter: Solicitation on County Property	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

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 / RESPONSIBILITIES

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.

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

FORMS / ATTACHMENTS

Prince George's County Government Solicitation Application

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

Table with 3 columns: FOM Administrator, Chief Administrative Officer, Director, Office of Central Services. Rows include Recommendation, Approval, Reason(s) for recommendation, Signature, and Date.