

CHARLOTTE *HOUSING AND RESIDENCE LIFE*

Fall Housing Opening Sponsorship Request Program

The University of North Carolina at Charlotte is excited to have your company or organization sponsor a portion of the Fall Housing Opening. The goal is to ensure the partnership between organizations/businesses in the Charlotte community and UNC Charlotte is beneficial for both the sponsor and the incoming UNC Charlotte residential population.

The purpose of this sponsorship opportunity is to welcome students to the Charlotte community, and all interactions should promote this goal. Sponsoring organizations and businesses must be able to provide a positive experience for the incoming student population and enhance the student experience, while upholding the vision and values of UNC Charlotte to provide a campus that embraces collegiality, integrity, and mutual respect.

By engaging in sponsorship of our Fall Housing Opening, sponsors must agree to comply with the following expectations:

- All sponsorship requests must be approved by a designated representative of Housing and Residence Life in advance.
- No items may be sold, and no solicitation for sales may occur during the sponsored event unless in accordance with [University Policy 601.9, Sales, Solicitations, Distribution of Materials, and Campus Displays](#).
- Sponsorship opportunities are handled on a first come first served basis, and no preference will be given to competitors within the same industry.
- Sponsorships will not be selected based on the content or viewpoint of the sponsor. In addition, the University does not assume any obligation or responsibility for the content of materials distributed by sponsors.
- Approval of a sponsorship does not imply the University's endorsement of the sponsor's products or services.
- The University has the right to reject any sponsorship which in University's sole discretion violates University's standards of advertising or is inconsistent with University's role and reputation as a public institution of higher education.
- The location of sponsored events will be on the sidewalks, pathways and grounds surrounding residential facilities only, so long as sponsorship activities are conducted so that the housing check-in process and campus pedestrian, bicycle, mobility device, and vehicular traffic are unimpeded.
- The exact setup location and times of the sponsorship activity will be determined in partnership with UNC Charlotte Housing and Residence Life based on need and even distribution of services to students across campus throughout the multi-day, housing check-in process.
- Sponsors must manage and monitor their offering(s) throughout the Opening period. Housing and Residence Life staff will not be responsible for the coordination of vendors, manning of tables, or the distribution and/or storing of items.

- To help cut down on the amount of waste generated, sponsors are discouraged from providing physical flyers when distributing information. The use of QR codes is strongly recommended.
- To further promote sustainability, we also encourage promotional items to be reusable and/or have a functional purpose rather than limited-use items such as foam fingers or paper-based items.
- Any waste generated from the event must be properly disposed of in trash or recycling receptacles or taken with the sponsor. Upon departure each day, the area where the sponsor has been stationed should be left trash and clutter free.
- Tables, trash bags, and additional trash receptacles can be provided if requested in writing a minimum of 3 days prior to the scheduled sponsorship activity.
- Sponsors must not harass or pressure students or family members and should wait for students and/or family members to engage with them first.
- Recommendations on events to “sponsor,” so as to most effectively interact and engage with the student population are:
 - Live outdoor music;
 - UNC Charlotte-themed courtyard decor ([properly licensed](#), if applicable);
 - Outdoor games and activities;
 - Move-in equipment access;
 - Giveaways of food, school supplies, or room decor. (If offering food or beverage options, it is strongly recommended that the items be shelf-stable and pre-packaged);
 - Offering free food samples of specific restaurant offerings (in accordance with all UNC Charlotte policies and Housing and Residence Life approval processes);
 - The food option must be pre-approved by a representative from Housing and Residence Life and Dining Services.
 - Proper food handling procedures must be used for all food samples. For example, if companies are giving away hot food, they must be held at the proper temperature (especially in the summer heat) and time/temp logs must be kept. See [University Policy 705, Food Storage and Preparation](#).
 - The restaurant providing the food will need to provide proof of the most recent health inspection with a score of 95 or better
- UNC Charlotte will not be responsible for any of a sponsor’s lost or damaged items, or injuries in connection with the sponsored activity.
- Any violations of the above expectations or any interference with the flow of traffic or Housing check-in processes could result in the sponsorship being canceled or the sponsor being removed from Campus.
- Any unapproved organizations on campus during the Fall Housing Opening period will be escorted off campus.