

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 301: Campus Visitors and Salespersons

1. While on any A-B Tech campus or site, all visitors and salespersons must abide by the following:
2. When possible, instructors need to be informed of impending visitors and tours so that they can make appropriate preparations. Every effort will be made not to disrupt any classroom, lab or clinical activity.
3. Solicitation for commercial purposes that is not a necessary part of the College’s operations, activities or functions is restricted to time, place and manner as approved by the Vice President for Operations/CIO or designee. If approved, sales calls must not disrupt the College’s normal operating and learning environment. Standard fees for the use of rooms, buildings or grounds may apply. (See Policy 318, Use of Facilities)
4. Visitors and salespersons are not permitted in shops, laboratories or any other potentially hazardous areas at any time unless they are escorted by a College employee.
5. Visitors and salespersons must comply with all College rules and regulations while on campus.
6. Individuals who are not conducting business or purposely engaged in a sanctioned activity of   
   A-B Tech, may be asked to leave the College premises.
7. All children on campus who are under the age of sixteen (16) must abide by the following:
8. Must be a registered student or formally invited to attend a College-sponsored activity. Campus tours and student groups visiting the College are exempt from this procedure as long as the group is supervised by designated adults and a College representative.
9. In some instances, children may accompany a parent or guardian to conduct College business. These children must be under direct supervision of the parent or guardian at all times.

## Definitions:

Hazardous Area: An area that has potential for harm or risk to the individual.

Commercial Purposes: This implies “for profit” operations.

Children on Campus: Must be a registered A-B Tech student, formally invited to participate in a College-sponsored activity.

## Owner:

Vice President for Operations/CIO

Updated: June 21, 2016

Pursuant to Board policy, Chapter 300, Section 301, this procedure must be followed when dealing with visitors or salespersons that are visiting any College campus or site.