

Title:	Solicitation and Distribution Policy
Policy Owner:	Office of Communications and Marketing
Contact Information:	Room 214A, Diamond Building (212) 799-5000, ext. 207 communicationsandmarketingDL@juilliard.edu
Applies to:	All Juilliard employees, students including students who are serving as employees, and including College, Pre-College, MAP, and Extension Division, parents and alumni/a
Issue Date:	August 2025

Soliciting others at work can be disruptive to employee productivity, create uncomfortable or even harassing situations for employees, and could pose a security threat when visitors are allowed to solicit on company premises. In the interest of maintaining a productive and non-coercive educational and work environment, The Juilliard School ("Juilliard" and also, the "School") prohibits unauthorized solicitation for charity or services, distribution of commercial literature, distribution for sale of merchandise, or engaging in any other venture involving personal financial gain on School property and/or through utilizing School resources during working time or in working areas. Working time means the periods of time scheduled for the performance of job duties by either the co-worker doing the soliciting or distributing and the co-worker to whom the soliciting or distributing is being directed. Work areas refers to any areas of Juilliard property where employees normally perform work or where work is in fact being performed. This includes solicitation, sales and/or distribution on all School-owned and rented buildings and grounds, including without limitation the Irene Diamond Building, the Meredith Willson Residence Hall, The Café, the Signature Theater and all other locations where school-sponsored activities take place. These solicitation and distribution guidelines also apply to any member of the Juilliard community including but not limited to vendors, customers, agents, organizations or other third parties. Non-employees may not solicit employees at any time on Juilliard property. Employees may only admit non-employees to Juilliard premises with prior management approval.

The unauthorized creation and/or sale of merchandise using the Juilliard name is strictly prohibited under all circumstances. Departments or student groups who wish to create custom merchandise should contact Katie Copland in The Juilliard Store (ext. 45415, katie.copland@juilliard.edu).

For purposes of this policy, solicitation or soliciting includes, but is not limited to:

- Canvassing, soliciting or seeking to obtain membership in or support for any organization requesting contributions.
- Distribution of any solicitation material at any time in working areas;
- Posting or distributing handbills, pamphlets, petitions, and advertising materials

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- Using employer-provided email or intranet services to solicit others.
- Peddling or otherwise selling, purchasing or offering goods and services for sale or purchase.
- Engaging in any other conduct relating to any outside business interests, or for personal profit or economic benefit, on Juilliard property or using Juilliard resources (including without limitation using classrooms, studios or performance areas; bulletin boards; computers; mail, email and telecommunication systems; photocopiers; telephone lists; and databases).

Approval of Solicitation

Any group or individual wishing to distribute literature or printed materials of any kind; to sell or solicit others to purchase memberships, merchandise or services; or to recruit on campus must be authorized to do so.

- Registered student clubs or student organizations must receive approval from the Office of Student Affairs.
- Students must receive approval from the Office of Residence Life for posting in the residence hall.
- Faculty or staff members must receive approval from the Office of Human Resources, Communications and Marketing, and Legal.

Non-Juilliard affiliated solicitors will be asked to leave the campus by Juilliard's Public Safety Department.

Prohibited Activity

Approved solicitation may not:

- Interfere with other Juilliard policies.
- Interfere or compete with the operations of Juilliard or its contractual relations with others.
- Infringe upon the School's trademarks or logos or other intellectual property rights.
- Interfere with instruction, the orderly operation of the School and the maintenance of its grounds.
- Obstruct the free flow of pedestrian or vehicular traffic.
- Use sound amplification equipment or in any way interfere with the rights of other individuals on School property.
- Contain false, misleading, defamatory or illegal claims.
- Relate to the promotion or consumption of alcoholic beverages, illicit drugs, or smoking

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related products.

- Relate to the promotion of a political party or candidate. (See [The Juilliard School's Political Activity Policy](#)).
- Make any representation, implied or direct, that suggests Juilliard's endorsement or guarantee of any products or services.

Policy Violations

In the event of any violation of this Policy, individuals may be subject to disciplinary action (where applicable); permission to engage in authorized solicitation may be revoked; and future requests may be denied. Violations of this policy should be reported to the Human Resources department.

Exclusions

Nothing in this policy is intended to, nor should be construed to limit or interfere with employees' rights under the National Labor Relations Act, including speaking with co-workers about wages, hours, or terms and conditions of employment or from engaging in other protected, concerted activities.