

# Solicitor - Quick Reference Guide

The City of Bloomington allows Solicitors to operate within the City as long as they meet certain standards. This guide is an overview of the permitting process, and operation requirements for Solicitors. For more information, and the full version of the City ordinance, please see the city website or contact the Economic & Sustainable Development Department at [esd@bloomington.in.gov](mailto:esd@bloomington.in.gov) or by phone at (812) 349-3418

## What is a Solicitor:

A person traveling by foot, vehicle or any other method who goes on private or public property to:

- Request, either directly or indirectly, money of any manner.
- Sell and makes available immediate delivery or through any sort of ordering system for future delivery of any goods, wares, merchandise or services of any kind or description
- Communicate or otherwise convey ideas, views or beliefs or otherwise disseminate oral or written information to a person willing to directly receive such information, provided that such information is of a commercial nature.

## Hours of Operation:

8am to sunset, unless requested by a property owner.

## General Operations:

- Solicitors will conduct themselves in an orderly and lawful manner
- May only follow local noise ordinances and laws.
- Devices that amplify sound, or draw attention with light or noise may not be used (i.e. bullhorns or strobe lights)
- Solicitors can only conduct themselves in a safe, non-dangerous manner that follows public nuisance and health laws (i.e. not approaching vehicles in any setting or manner.)
- Solicitors will follow commands of all police and local fire officials

## Location Rules:

Solicitors can operate where it is approved except for:

- In the street or medians of a street, or an alley.
- In city owned and leased parking lots and spots of any variation.
- Within a block radius of a Special Event unless prior approval has been granted by either the operator of the Special Event or the City's Board of Public Works.
- Anywhere which would significantly impede or prevent the use of any City property, or endanger the safety or property of the public
- In a neighborhood or on property with a "No Solicitation" sign or something of a similar nature

## Protect Yourself:

Solicitors should submit a certificate of liability insurance for the following amounts:

- Personal injury: \$100,000.00 per occurrence and \$300,000.00 in the aggregate
- Property damage: \$25,000.00 per occurrence and \$50,000.00 in the aggregate

## The B-Line:

Solicitation on the B-Line Trail can be done at only the following locations:

- The north side of Dodds Street and the south side of 2nd Street
- The north side of 3rd Street and the south side of 4th Street
- The north side of 6th Street and the south side of Fairview Street.

## Do Nots:

Solicitors should not engage in abusive solicitation, defined as:

- Invading someone's personal space unless invited to.
- Preventing people from leaving the situation
- Being overly persistent following a rejection of the service
- Following or stalking a person after a rejection of the service
- Threatening or assaulting someone in any sense of the words. Physically or verbally.
- Negatively provoking a person for any sort of reaction, through words or actions

## Required Permits and Licenses

- Indiana Business License
- Food Service Establishment License or a Certified Food Handler if selling food items
- City of Bloomington Solicitor License

## License Length and Fees

- One Day License: \$25.00.
- Three Day License: \$30.00.
- Seven Day License: \$50.00.
- Thirty Day License: \$75.00.
- Three Month License: \$150.00.
- Six Month License: \$200.00.
- One Year License: \$350.00.