



## Instructions for Charitable and Religious Solicitations

To Charitable and Religious Organizations:

The City of Berkeley Lake regulates door-to-door selling or soliciting in the residential areas within the city per Section 34-24 of the municipal code. Commercial transactions or for-profit sales and solicitations require a city-issued permit. Solicitations of contributions or donations on behalf of charitable or religious organizations require that an eligible organization register its intent with the city and obtain a Certificate of Notification. Each person acting on behalf of the organizations is to have a copy of the appropriate Certificate in their possession while engaging in door-to-door solicitation or fund-raising activities in the city.

### **CERTIFICATE OF NOTIFICATION**

A Certificate of Notification issued by the City of Berkeley Lake is required for all charitable and religious organizations proposing to seek or solicit contributions or donations at residences in the city:

Certificates are issued to **organizations**. Each person going door-to-door on behalf of the organization must have in their possession a copy of the Certificate and must present it if requested to do so by a police officer, city code enforcement or security officer or by a resident. The issuance of a Certificate shall not in any way be represented as an endorsement of any cause, organization, product or service by the city or any city official or employee.

There is **no cost** for applying for or obtaining a Certificate.

### **OBTAINING A CERTIFICATE**

Charitable and religious organizations wishing to conduct door-to-door solicitations of contributions or donations in residential areas must first apply for a Certificate of Notification using the specified form which can be obtained at city hall or on the city's website [www.berkeley-lake.com](http://www.berkeley-lake.com). Certificates will be issued within 2 business days following receipt of complete applications.

The application requires a **notarized** signature. Should it be needed, the city has notaries on staff who can provide this service but you must sign in their presence. Do not sign the application unless in the presence of a notary public.

Please make sure that the responsible person reads the affirmations carefully before signing the form. All requested information must be provided truthfully and in full. All information provided is subject to verification and the making of false statements is grounds for denial or revocation of a Certificate.

### **RULES OF CONDUCT**

All persons soliciting door-to-door in residential areas of the city are expected to conform to the rules of conduct found below. Anyone found guilty in municipal court of a violation of the ordinance is subject to a fine of up to \$1,000 per violation. Each day a violation continues may be considered a separate offense.

Solicitors, promoters or agents of charitable or religious organizations:

1. Shall not engage in fraud, cheating or misrepresentation.
2. Shall not ring a bell, knock or otherwise attempt to attract the attention of an occupant for the purpose of securing an audience if there is posted anywhere on the property a sign that solicitors are not invited onto the property.
3. Shall not ring a bell, knock or otherwise attempt to attract the attention of an occupant for the purpose of securing an audience before 9:00 AM or later than 8:00 PM.
4. Shall immediately and peacefully depart the residence or premises when requested to do so by the occupant, irrespective of any prior invitation.