

OFF-CAMPUS SOLICITOR Information

GENERAL INFORMATION

This information shall refer to any non-MCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative or referendum ballot in accordance with the MCCD Office of General Counsel Administrative Regulation 2.49 (http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#solicitation).

BEFORE YOU VISIT CAMPUS

1. **CONTACT STUDENT LIFE & LEADERSHIP at 480-461-7285** to request a reservation.
2. Obtain and complete a **VENDOR RESERVATION REQUEST FORM** and submit it to the Student Life & Leadership Office. This form must be into the office **NO LATER THAN 14 DAYS** prior to your campus visit. Please remember to sign it.
3. Supply a **CERTIFICATE OF INSURANCE** to the MCC Student Life Office at 1833 W. Southern Ave., Mesa, AZ 85202 or by fax at (480) 461-7953. If you do not have a certificate of insurance, you may be eligible to purchase insurance through the MCCD Tenant Users Liability Insurance Program. Please ask the Student Life & Leadership Office for more information.
4. Pay your **CAMPUS VISIT FEE** of \$50 per day to Mesa Community College in the Student Life & Leadership Office.
5. When you arrive on campus, check in with the Student Life and Leadership Office (Kirk Student Center-Bldg 35).

DAYS & TIMES: Solicitors are welcome on campus between the hours of 9 AM – 2 PM. Set-up can begin no earlier than 8:30 AM, and you must be off campus by 2:30 PM, unless designated by the Student Life and Leadership Office as a Special Event.

SPECIAL EVENT: A MCC-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which MCCC has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.

LOCATION: Clock Tower courtyard (in front of Kirk Student Center) unless specified by the Student Life & Leadership Office as a Special Event. **ONE TABLE AND TWO CHAIRS are provided.** You may not approach students beyond the edge of the table.

COST: \$50 per day, non-refundable, and made payable to Mesa Community College. This amount is due in the Student Life & Leadership Office in cash, a company or bank-issued cashier's check, money order, or corporate credit card at least five (5) business days prior to the day you are scheduled to be on campus.

PARKING & ELECTRICITY: A decal is not needed for the lots. **NO DRIVING** is permitted on campus. Electricity is available by reservation only. Vendor must supply his/her own extension cords. **NO amplification** is permitted, unless specified by the Student Life & Leadership Office as a Special Event.

REQUIRED DOCUMENTS

The following documents must be filed with the Student Life & Leadership Office.

AT LEAST 14 DAYS IN ADVANCE OF YOUR VISIT:

1. **Vendor Reservation Request Form** [To obtain, stop by or contact Student Life & Leadership (Mesquite Building 210) at 480-654-7759.]
2. **Certificate of Insurance** A certificate of insurance displaying appropriate insurance coverage (\$1M general liability), naming Maricopa County Community Colleges District (MCCCD), 2411 W. 14th Street, Tempe, AZ 85281, as additional insured. If you do not have a certificate of insurance, you may be eligible to purchase insurance through the MCCD Tenant Users Liability Insurance Program. Please ask the Student Life & Leadership Office for more information.

AT LEAST FIVE (5) DAYS IN ADVANCE OF YOUR VISIT:

1. **Campus Visit Fee** \$50.00 per day non-refundable fee paid with a company or bank-issued cashier's check, or company credit card.

Failure to comply with any or all of these directives could result in the termination of future solicitor privileges on the Mesa Community College (MCC) campus. ♦ If you have any questions, please call the Student Life & Leadership Office at: 480-461-7285 (FAX 480-461-7953), or stop by: 1833 W. Southern Ave, Mesa AZ 85202, Kirk Student Center (Building 35)

RESERVATION REQUEST FORM

for Vendors

Instructions: Please complete the following information and fax it to Student Life and Leadership at 480-461-7953 no later than 14 days before your event in order to request space on campus.

Contact Name _____

Organization _____

Phone _____

Email _____

Fax _____

Dates and times requested (ex: 8/1/09, 8:00 a.m.-10:00 a.m.):

Please initial to indicate you have read and understood your responsibilities:

_____ 1.) Any solicitor who violates our administrative regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center.

_____ 2.) In consideration for the opportunity for solicitation, a fee in the amount of \$50.00 per day is required. Prepayment is required a minimum of five (5) days in advance and is accepted in the form of cash or certified check made payable to Mesa Community College.

_____ 3.) A Certificate of Commercial Liability Insurance for \$1 million with Maricopa Community Colleges listed as an additional insured must be submitted no later than five (5) days before scheduled event. The certificate may be mailed to the MCCD Risk Management Office, 2411 W 14th St, Tempe AZ 85281-6942 or faxed to (480) 654-7201.

_____ 4.) All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements. Standard spaces of one to two tables and chairs are usually available in the central area designated on campus. Hours are 9:00 a.m. to 2:00 p.m., with set-up starting at 8:30 a.m. and ending by 2:30 p.m., Monday through Friday, unless specified by Student Life and Leadership for a Special Event. Campus restrictions regarding location, time, date, and use of amplification may apply. All solicitation must take place at tables in designated areas. You may not approach students beyond the front edge of the table.

_____ 5.) Representatives must check in with the Student Life and Leadership Office (Kirk Student Center-Building 35) when they arrive on campus.

*For further information, please see MCCD Office of General Counsel Administrative Regulation 2.49
(http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#solicitation).*

Signature of organization's representative: _____

Date: _____

For additional questions or need information, please contact Trinity Blackwell at
trinity@mesacc.edu or (480) 461-7285.

