



Southern & Dobson Campus

For additional information, please contact
Trinity Ann Blackwell at 480.461.7285
Updated: 10.10

Reservation Request Form
for Vendors/
Solicitation



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

Club, Dept., and/or Company Name: \_\_\_\_\_

Event Description & Website \_\_\_\_\_

Contact Person: Name (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Phone # 1 (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Cell / Off / Hm) Phone # 2 (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Cell / Off / Hm)

Email \_\_\_\_\_

# of Tables (Limit two): \_\_\_\_\_ # of Chairs (Limit four): \_\_\_\_\_

I Would Like To Be Located: [ ] Inside Lobby [ ] Outside Clock Tower Courtyard

Day(s) and Date(s) Requested:

Day \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Day \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Other: \_\_\_\_\_

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

1.) Visits are booked on the basis of availability as determined by MCC Facilities. A limit of 16 – 50 hours per semester and is determined by the Director of Student Life and Leadership. There is a charge of \$50.00 per table/per day or \$125.00 per week for Off Campus Solicitors/Vendors.

2.) All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements. Standard spaces of one table and two chairs are usually available in the central area designated on campus. Hours are 9:00 a.m. to 5:00 p.m., with set-up starting at 8:45 a.m., Monday through Thursday, unless specified by Student Life and Leadership. Campus restrictions regarding location, time, date, and use of amplification may apply.

3.) Representatives must check in with the Student Life and Leadership Office when they arrive on campus.

4.) All solicitation must take place at tables in designated areas. You may not approach students beyond the edge of the table.

5.) I have read and understand the Procedures for Solicitation Appendix S-15 (viewable online).

6.) I have read and understand the MCCD Office of General Counsel Administration Regulations 2.4.9 Solicitation (online).

7.) 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.

8.) MCC is prohibited to have any vendors/solicitors in the month of January, May, August and most of December. These are the weeks of registering, locating classes, final exams, etc.

9.) The only reason we contact you is if the dates & times DO NOT work. We suggest that you call ahead of time to be certain your request was received and that it went through the approval/scheduling process. If you fail to show up for your reservation or do not call to cancel, your remaining reserved dates will automatically be cancelled.

I have read and fully understand the procedures and guidelines listed on this document. I will comply with Mesa Community College officials acting in performance of their duties. I will act in accordance with the college policies, procedures and officials.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_