



Southern & Dobson Campus

For additional information, please contact
Trinity Ann Blackwell at 480.461.7285

Reservation Request Form for Petitioners/ Voter Registration



Instructions: Please complete the following information and send it to Student Life and Leadership **no later than 3 days** before your event in order to request space on campus.

Petitioner: Name (First) _____ (Middle) _____ (Last) _____

Phone # 1 (_____) _____ - _____ Phone # 2 (_____) _____ - _____

Email _____

Organization/Group Affiliation/Representing: Name _____

Supervisor / Contact Name (First/Last) and Email _____

Phone (_____) _____ - _____ Website _____

Day(s) and Date(s) Requested: * Table is located at the Clock Tower Courtyard *

Day 1 _____ **Date** _____ **Start Time** _____ **Finish Time** _____

Day 2 _____ **Date** _____ **Start Time** _____ **Finish Time** _____

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 **2 days per month, up to 8 hours per day** may be requested. The request needs to be approved one month at a time.

_____ 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.

_____ 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 Petition Signature Solicitation Appendix S-14 (viewable online).

_____ 6.) I have read and understand the MCCD Office of General Counsel Administration Regulations 2.4.8 Solicitation (view 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** _____

Office of Student Life and Leadership

Southern and Dobson
480.461.7285, 480.461.7953 Fax

Red Mountain
480.654.7759, 480.654.7201 Fax