



Reservation Request Form for Vendors/ Solicitation

Red Mountain Campus

For additional information, please contact
Student Life and Leadership at 480.654.7759
Updated: 10.10

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*): _____

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** _____