



Red Mountain Campus

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

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 between the Mesquite and Palo Verde buildings \*

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 MCCC Office of General Counsel Administration Regulations 2.4.8 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

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