

# Mesa Community College Red Mountain Campus

Updated 4.04

<http://www.mc.maricopa.edu/>

in accordance with the MCCD Office of General Counsel  
Administrative Regulation 2.48.  
([http://www.dist.maricopa.edu/gvpolicy/adminregs/students/  
2\\_4.htm#canvassing](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#canvassing))

# Information for Petitioners/ Voter Registration

## GENERAL INFORMATION

This information shall refer to any representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election in accordance with the MCCD Office of General Counsel Administrative Regulation 2.48.  
([http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2\\_4.htm#canvassing](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#canvassing))

## BEFORE YOU VISIT CAMPUS

1. **CONTACT STUDENT LIFE & LEADERSHIP at 480.654.7759** to request a reservation.
2. Obtain and complete a **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. When you arrive on campus, check in with the Student Life and Leadership Office.

**DAYS & TIMES:** Solicitors are welcome on campus between the hours of 9 AM – 2 PM, Monday through Friday. 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 MCC has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.

**LOCATION:** MCC Red Mountain Courtyard (outdoors), 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.

**PARKING & ELECTRICITY:** A decal is not needed for the lots. **NO DRIVING** is permitted on campus. Electricity is available by reservation only. Individual 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. **Reservation Request Form** [To obtain, stop by or contact Student Life & Leadership (Mesquite Building #210) at 480.654.7759.]

**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: 480.654.7759 (FAX 480.654.7201), or stop by: 7110 E. McKellips Rd., Mesa AZ, Mesquite Building #210.

## RESERVATION REQUEST FORM for Petitioners/Voter Registration

**Instructions:** Please complete the following information and fax it to Student Life and Leadership at 480.654.7201 no later than 14 days before your event in order to request space on campus.

**Contact Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Date(s) and times requested (mm/dd/yy): (ex: 10/11/06, 9:00-2:00 pm)**

\_\_\_\_\_

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.) 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 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.

\_\_\_\_\_ 3.) All solicitation must take place at tables in designated areas. You may not approach students beyond the front edge of the table. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

\_\_\_\_\_ 4.) Representatives must check in with the Student Life and Leadership Office when they arrive on campus.

\_\_\_\_\_ 5.) If you fail to show up for your reservation or do not call to cancel, your remaining reserved dates will be automatically be cancelled.

*For further information, please see MCCD Office of General Counsel Administrative Regulation 2.48  
([http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2\\_4.htm#canvassing](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#canvassing)).*

Signature of organization's representative: \_\_\_\_\_

Date: \_\_\_\_\_

For additional questions or need information, please contact Erica Horihan at  
erica.horihan@mccmail.maricopa.edu or 480.654.7758.

