Reservation Request Form for Petitioners/ Voter Registration

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

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 MCCD 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