

Vendors/ Solicitation



GENERAL INFORMATION

This information shall refer to any representatives who wish to solicit on campus. A "solicitor" is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot. In accordance with the MCCD Office of General Counsel Administrative Regulation 2.49. (http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#canvassing)

BEFORE YOU VISIT CAMPUS

_____ 1. **CONTACT STUDENT LIFE & LEADERSHIP at 480.461.7285** to request a reservation. Visits are booked on the basis of availability as determined by MCC Facilities.

_____ 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 to verify table location. Upon approval, a personal form of identification must be left with Student Life and Leadership Office. A visitor badge will be given and must be worn at all all times during visit. Return the visitor badge when visit is completed and your I.D. will be returned.

DAYS & TIMES: Solicitors are welcome on campus between the hours of 8 AM – 7 PM, Monday through Thursday and to 5 PM on Friday. Set-up can begin no earlier than 7:30 AM, and you must be off campus by 7 PM. 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.

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: Designated areas are outside in the Clock Tower Courtyard or inside the Kirk Center Lobby, 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.

GUIDELINES: The solicitor will not stop the flow of traffic, approach students or disrupt the college environment. Students may approach you of their own accord. Behavior on the part of the solicitor, group or organization which is determined to be disruptive to the educational process or intimidation/harassing to students is prohibited. If the behavior continues the solicitor(s) will be asked to leave the campus and could result in termination of future privileges on the Mesa Community College campus.

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 (Kirk Center Lobby) at 480.461.7218.]

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: 480.461.7218 (FAX 480.461.7953), or stop by: 1833 West Southern, Mesa, AZ 85202.



Southern & Dobson Campus

For additional information, please contact
Trinity Ann Blackwell at 480.461.7285

Reservation Request Form for Vendors/ Solicitation



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. 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.

Club, Dept., and/or Company Name: _____

Event Description & Website _____

Contact Person: Name (First) _____ (Middle) _____ (Last) _____

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

Email _____

of Tables (*Limit two*): _____ # of Chairs (*Limit four*): _____

I Would Like To Be Located: **Inside Lobby** **Outside Clock Tower Courtyard**

Day(s) and Date(s) Requested:

Day _____ Date _____ Start Time _____ Finish Time _____

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.)** 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 8:00 a.m. to 7:00 p.m., with set-up starting at 7:30 a.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.

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

_____ **5.)** 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** _____



MCCD Office of General Counsel Administrative Regulations

2.4.8 Petition Signature Solicitation

A. This regulation shall govern access to college premises by 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.

B. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

C. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. 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.

D. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

2.4.9 Solicitation

A. Definitions

A "solicitor" is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.

B. Requirements

1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.

2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.

3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.

The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.

A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

a. Such product or service presents low risk of harm to a potential user;

b. The product or service is not food or food-related and;

c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

7. Any solicitor who violates this 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. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

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