

Student Center Solicitation Request Form

A permit is required for activities in the Student Center which involved any type of fundraising, canvassing, distribution of materials/literature, membership drives, demonstrations and recruiting. Student Center solicitation is available to RSOs, campus departments and off-campus organizations or groups. Off-campus vendors requesting to sell items may apply for a permit through the Student Center Craft Shop.

PLEASE FILL THIS OUT FULLY:

Today's Date: _____ Your Name: _____

Phone #: _____ Email: _____

Name of Organization: _____

Type of Organization: RSO Campus Department Off-Campus

Purpose of solicitation: _____

TYPE OF ACTIVITY:

Information Sales Recruiting Donations/Collection Box Table Tent

Give-away items? Yes No Donations received? Yes No

Please list any additional types of items intended for give-away and/or any additional information about your solicitation request:

Date	Time	Location For Solicitation Tables Only Art Gallery* or North Escalator*?	Notes

*Student organizations and departments reserving the North End Solicitation area will have a fee of \$20 assessed to their group per reservation. There will be no fee for student organizations and campus departments reserving the south end Art Gallery. Off-campus organizations will be assessed a \$50 fee for the Art Gallery and \$75 fee for the North End solicitation area.