



## REGISTRATION FORM/PERMIT FOR SOLICITATION AND SALES

**NOTE THE FOLLOWING:**

1. All solicitation and/or sales held outside the membership of an individual department or organization must be registered with the Student Life Office before space is reserved.
2. A copy of the registration form will be filed in the Student Life Office as a matter of public record. Another copy must be at the site of the solicitation/sale for the information of anyone requesting it.
3. A member of the sponsoring organization must be present at the sales/solicitation site at all times.
4. Door-to-door sales/solicitation in academic/administrative buildings is expressly prohibited.
5. Food items may not be sold unless written approval is granted by our food service company.

Organization or Department Sponsoring: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Name of individuals directing sale: \_\_\_\_\_

\*Item(s) to be sold: \_\_\_\_\_

Location of activity: \_\_\_\_\_

Use of Revenue \_\_\_\_\_

Persons not affiliated with the College are forbidden to engage in sales or solicitation among the general College population while on College property unless as part of a project sponsored by a registered student organization or College department.

\_\_\_\_\_  
Representative of Group

\_\_\_\_\_  
Phone / E-mail

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**Approved** \_\_\_\_ **Denied** \_\_\_\_ **Initials** \_\_\_\_ **Date** \_\_\_\_\_