



## Glendale Community College Procedure for Solicitation

MCCCD's Online Policy Governance Manual can be found at <http://www.maricopa.edu/publicstewardship/governance/index.php>

### General Information

**Solicitor:** A "solicitor" is any non-MCCCD-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.

**Special Event:** 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. (*Excerpt from MCCCD Administrative Regulation 2.4.9*)

### Logistics

**Days & Times:** Solicitors are welcome on campus **Tuesday, Wednesday and Thursday from 9:00 AM to 6:00 PM** so long as time on campus does not exceed fifty (50) hours per term. Additional time may be requested and will be granted by the Dean of Student Affairs or other appropriate college designee, as space is available. Set-up can begin no earlier than **[8:45 AM]** and vendors must be off campus by **[6:15 PM]**. Requests are granted on a first-come, first-served basis, once all required documentation has been submitted and approved.

**Location:** Solicitors will be directed to a **college-designated area** and be provided a table and chairs, unless otherwise specified by the college for a special event (see Planning, below). Due to space limitations, no more than three (3) solicitor(s) will be permitted on campus at any one time. No more than two (2) people may occupy any one space. Solicitors must remain within a five (5) foot radius of the above designated location. Solicitors will not in any way stop the flow of traffic, approach students or employees or disrupt the college environment. Students and employees may approach the solicitor of their own accord.

**Cost:** \$50 per day or \$125 per week (a week is defined as Tuesday, Wednesday and Thursday), non-refundable, and made payable to the college. This amount is due in **the Office of Student Life & Leadership, or other college designated area**, on a company or bank-issued cashier's check or money order at least five (5) business days prior to the scheduled campus visit. Some colleges also accept payment in the form of a corporate credit card.

**Parking:** A decal is not needed for the lots. *Driving is permitted on campus with specific permission.*

### Required Documents

The following documents must be approved and on file with **the Office of Student Life & Leadership**.

#### At least 14 days in advance of your visit:

1. **Solicitation Request Form.** Additional documents may be required or document names may vary, depending on the college location. Copies of the appropriate form(s) can be requested from **Catherine Crawford, 623.845.3525 or [c.crawford@gcmail.maricopa.edu](mailto:c.crawford@gcmail.maricopa.edu)**
2. **Proof of Insurance:** A certificate of insurance displaying appropriate insurance coverage (\$1M General Liability, \$1M Auto Liability\*, \$500K Workers Comp\*), naming Maricopa County Community College District (MCCCD), 2411 W. 14<sup>th</sup> Street, Tempe, AZ 85281, as additional insured. (\*where applicable)

#### At least five (5) days in advance of your visit:

**Campus Visit Fee:** Make \$50 per day or \$125 per week non-refundable payment on a company or bank-issued cashier's check or money order, made payable to Glendale Community College, or via corporate credit card. Payment should not be sent, until an invoice has been issued. Cash, and other forms of payment, are also accepted at the college Cashier's office, located in the Enrollment Center.

### Planning

Remember, the following steps need to be taken before your campus visit can take place. The Office of Student Life contact for all of the following requirements is: Catherine Crawford, 623.845.3525 or [c.crawford@gcmail.maricopa.edu](mailto:c.crawford@gcmail.maricopa.edu):

1. Submit a **Reservation Request**
2. Obtain, complete and submit a **Solicitation Request Form**.
3. Supply **Proof of Insurance** certificate.
4. Pay your **Campus Visit Fee** of \$50/day or \$125/week.

One table and two chairs may be provided to each solicitor. Solicitors may place banners or signs on the table to encourage interest. Banners and signs may not be adhered to any surface. Note that availability of college provided table and chairs may vary by location/scheduled events.

### Special Requests and Considerations

The availability of electricity, canopies and amplification varies among colleges. Please check with the Office of Student Life & Leadership for related inquiries.

*Failure to comply with MCCCD policies and administrative regulations could result in the termination of solicitor privileges on any or all college campuses. If you have any questions about MCCCD policies and administrative regulations, contact the Office of Public Stewardship at (480) 731-8880 or visit <http://www.maricopa.edu/publicstewardship/>. The MCCCD is an EEO/AA institution.*