



# FACILITY RESERVATION PROCEDURES

## Off Campus Solicitor Policy

### **GENERAL INFORMATION**

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

**DAYS & TIMES:** Solicitors are welcome on campus the second and fourth Wednesday of every month, 10 AM – 2 PM. Setup can begin no earlier than 9:30 AM, and you must be off campus by 2:30 PM. Requests are granted on a first-come, first-served, only once all Required Documents are completed and submitted. Solicitors are limited to no more than 50 hrs. of solicitation activity per semester at Scottsdale Community College.

**LOCATION:** Sidewalk east of the Student Center along the Center Green, unless specified by the Facilities Office for a Special Event.

**COST:** \$50 per day, non-refundable and made payable to Scottsdale Community College. This amount is due in the Facilities Coordinator's Office in a company or bank-issued cashier's check, or money order, at least five (5) business days prior to the day you are scheduled to be on campus.

### **REQUIRED DOCUMENTS**

The following documents must be filed with the Facilities Coordinator.

#### **AT LEAST 14 DAYS IN ADVANCE OF YOUR VISIT:**

1. **Facility Reservation Request Form** [To obtain, stop by or contact Facilities Office (Student Center, Rm. 166 at 480.423.6506.)
2. **Proof of Insurance** A certificate of insurance displaying appropriate insurance coverage (\$1M general liability, \$1M Auto Liability, \$500K Worker's Comp), naming Maricopa Community Colleges District (MCCCD) as the insured.
3. **Special Use Permit** Your organization must submit a copy of the completed permit you received from the Salt River Pima Maricopa Indian Community.
4. **Solicitor Agreement** This agreement must be completed and signed by your company's representative.

#### **AT LEAST FIVE (5) DAYS IN ADVANCE OF YOUR VISIT:**

1. **Campus Visit Fee** A \$50 non-refundable company or bank-issued cashier's check, or money order made payable to Scottsdale Community College.

The following documents must be filed with the Salt River Pima Maricopa Indian Community.

#### **AT LEAST 14 DAYS IN ADVANCE OF YOUR VISIT:**

1. **Special Use Permit** (To obtain or for more information, contact Christie Webster at 480.850.8017.)
2. **Proof of Insurance** (For more information, contact Christie Webster at 480.850.8017.)
3. **Business License** (To obtain or for more information, contact Andrea Arrozola at 480.850.8049.)

### **BEFORE YOU VISIT CAMPUS**

1. **CONTACT FACILITIES** at 480.423.6506 to request a reservation.
2. Obtain and complete a **FACILITY RESERVATION REQUEST FORM** and submit it to the SCC Facilities Coordinator. This form must be into the office **NO LATER THAN 14 DAYS** prior to your campus visit. Please remember to sign it.
3. Supply a **PROOF OF INSURANCE** certificate to: 1) SCC Facilities Office; and, 2) Salt River Pima Maricopa Indian Community.
4. Obtain and complete a **SPECIAL USE PERMIT** with the Salt River Pima Maricopa Indian Community. Once this is approved, your organization must submit a copy of this to the Facilities Office.
5. Obtain and complete a **SOLICITOR AGREEMENT**. Submit to the Facilities Office.
6. **Pay your CAMPUS VISIT FEE of \$50 to the Facilities Office.**
7. **ONE TABLE AND TWO CHAIRS are provided.** Canopies are not permitted.

**Failure to comply with any or all of these directives could result in the termination of future solicitor privileges on the SCC campus. Solicitors must not be in violation of any law, trademark, copyright or similar proprietary interest. The activity of any solicitor may not violate any existing MCCCD policy or contract. If you have any questions, then please call the Facilities Office at: 480.423.6506 (FAX 480.423.66394), or stop by: 9000 E. Chaparral Rd./SC-166/Scottsdale, AZ/85256.**