



CAMPUS VENDOR/SOLICITATION INFORMATION

In accordance with the MCCCCD Office of the General Counsel Administrative Regulation 2.4.9.

GENERAL INFORMATION

Non-MCCCCD-Affiliated User: Any non-MCCCCD-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. Low-Impact, Non-Commercial Activity: Defined as 1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; 2) activities that are limited to gatherings of five people or less at any given time; and 3) activities that do not involve machinery, temporary structures, tables, chairs, displays, or electronic equipment, including amplifiers, or the distribution of food products.

VISITATION REQUIREMENTS

1. Contact Student Life and Leadership at (623) 935-8807 to request a reservation.
2. Obtain and complete a **VENDOR VISITATION REQUEST FORM** and submit it to the Office of Student Life and Leadership. This form must be submitted **NO LATER THAN 14 DAYS** prior to your campus visit.
3. Supply a **CERTIFICATE OF INSURANCE** to EMCC's Office of Student Life & Leadership.
4. Pay your **CAMPUS VISITATION FEE** of \$50/day, \$125/week at Fiscal Services.
5. Check in at the Office of Student Life and Leadership to sign in and receive your visitor badge.

DAYS AND TIMES: Non-MCCCCD-Affiliated Users are welcome on campus [[Monday, Tuesday, Wednesday, Thursday from 10:00 AM to 6:00 PM, and Friday 10:00AM to 5:00PM](#)] 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 Director of Student Life & Leadership, or other appropriate college designee](#)], as space is available. Set-up can begin no earlier than [[9:45 AM](#)] and Non-MCCCCD-Affiliated Users 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: : Non-MCCCCD-Affiliated Users will be directed to [[a college-designated area](#)]. Due to space limitations, no more than three (3) Non-MCCCCD-Affiliated Users will be permitted on campus at any one time. No more than two (2) people may occupy any one space. Non-MCCCCD-Affiliated Users must remain within a five (5) foot radius of the above designated location. Non-MCCCCD-Affiliated Users 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 Non-MCCCCD-Affiliated Users of their own accord

VISITATION FEE:

PARKING AND ELECTRICITY: Decals are not required for parking. No driving is permitted on campus grounds. Electricity is available by reservation only. Vendor must supply his/her own extension cords.

REQUIRED DOCUMENTS: The following documents must be submitted to the Office of Student Life & Leadership at least 14 days prior to your visit:

1. **VENDOR VISITATION REQUEST FORM**
2. **CERTIFICATE OF INSURANCE** Please check the certificate of insurance form for insurance requirements. MCCCCD Insurance requirements can also be found at [MCCCCD FAQ's](#)

Failure to comply with any or all of these directives may result in the termination of future solicitor privileges at Estrella Mountain Community College. If you have any questions, please call the Office of Student Life & Leadership at: (623) 935-8807 FAX (623) 935-8009.



VENDOR VISITATION REQUEST FORM

Please complete the following information and submit to Student Life & Leadership, or fax (623) 935-8009.

Contact Name: _____ Organization: _____
 Phone: _____ Fax: _____
 E-Mail: _____ Notes: _____
 Date(s) Requested: _____ Time: _____

Please initial to indicate you have read and understand your responsibilities:

- ___ 1. Failure to comply with MCCCDC policies and administrative regulations could result in the termination of use of campus grounds privileges on any or all college campuses. If you have any questions about MCCCDC policies and administrative regulations, contact the Office of Public Stewardship at (480) 731-8880 or visit <http://www.maricopa.edu/publicstewardship/>. The MCCCDC is an EEO/AA institution.
- ___ 2. A fee in the amount of \$50 per day / \$125 per week (a week is defined as Tuesday, Wednesday, Thursday, and Friday), non-refundable, and made payable to the college. This amount is due in [the Office of Student Life & Leadership, 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 card.
- ___ 3. (If Required) Please check the certificate of insurance form for details.
- ___ 4. Set-up can begin no earlier than 9:45 AM]and Non-MCCCDC-Affiliated Users 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. All solicitation must take place at tables in designated areas. You may not approach students beyond the front edge of the table.
- ___ 5. Representatives must check in with the Office of Student Life when they arrive on campus to receive their visitor badge. Visitor badge must be returned before leaving campus.

Signature: _____ Date: _____

For additional information, please contact Director of Student Life, Herschel Jackson, at (623) 935-8910 or via email at: Herschel.Jackson@emcmail.maricopa.edu.

The Maricopa County Community College District (MCCCDC) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.

El distrito de Los Colegios Comunitarios de Maricopa (cuyas siglas en inglés son MCCCDC) es una institución EEO/AA y un empleador con igualdad de oportunidades para veteranos protegidos y personas con discapacidades. Todos los solicitantes calificados recibirán consideración para empleo sin considerar raza, color, religión, sexo, orientación sexual, identidad de género, u origen nacional. La falta de destrezas del idioma inglés no es un impedimento para admisión y participación en programas de educación Técnica del distrito.

El distrito de Los Colegios Comunitarios de Maricopa no discriminan con base a raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Si tiene preguntas sobre título IX/504, llama al siguiente número para comunicarse con el coordinador designado: (480) 731-8499. Para obtener información adicional, así como una lista de todos los coordinadores dentro del sistema de Colegios Comunitarios de Maricopa, visite: <http://www.maricopa.edu/non-discrimination>.