SOLICITATION AND SPECIAL EVENTS REQUEST FORM

Submit form to the Campus Activities and Student Organizations front desk on the fourth floor of the LBJ Student Center (4-2.1), or fax it to 245-8245. Form is due **10 business days** (weekends and university closures due to holidays excluded) before your event.

Organization/Department: ___________________________ Requested Dates ___________________________

Start and End time: ___________________________ Detailed description of event (e.g. vendor, festival, fair, exhibit, etc.): ___________________________

Type of Request (check all that apply):

(____) Solicitation (for sale of goods/services)

*limited spaces available, may only submit four weeks in advance

(____) Food Sales: attach food waiver

(____) Beverage Sales: Coca-Cola products only

(____) Vendor: attach signed vendor agreement

(____) Amplified Sound: attach amplified sound form

*allowed only in mall and LBSC amphitheater from 11am-1pm

(____) Information Only

*unlimited spaces available

(____) Other (explain) ___________________________

Check Preferred Location:

LBJ Student Center*

(____) Outside Mall

(____) Patio: covered area

(____) Paseo/Lobby: inside, 2nd floor

*for LBSC location only, tables and chairs may be requested. Check in with Reservations office the day of the event.

Quad Space: location for one table and 2 chairs

(____) Number of spaces requested

(____) A copy of any materials to be distributed is attached

Initial below stating you have read and understand the following:

(____) All forms, policies and procedures are subject to change and may be found at www.lbjsc.txstate.edu/solicitation.

(____) Amplified sound is NOT allowed in the Quad. Amplified sound is allowed only in the LBJ Student Center Outside Mall area and Amphitheater between 11AM-1PM only.

(____) The LBSC Reservations Office does not provide tables or any other equipment in the Quad area. If equipment in the Quad is needed, contact Materials Management at 245-2294 at least 3 business days prior to the scheduled event. Fees may apply.

(____) A solicitation permit must be displayed at the table at ALL times. Any table not having a permit will be asked to leave. Permits will be emailed to the president or designee who signs this form.

(____) A member of the sponsoring organization or department must be present at all times with a sponsored vendor. Additionally, a sign, indicating the name of the organization or department, must be displayed at the solicitation table.

(____) Vendors/organizations must adhere to parking policies set forth by parking service.

(____) The organization will restore area to its proper state, such as removing refuse left from its operation.

(____) All policies and procedures have been read and understood.

President/Designee (please print): ___________________________ Phone: ___________________________

Signature: ___________________________ Email: ___________________________

Staff/Faculty Advisor (please print): Cassie White Phone: 5-9998

Signature: Cassie White Email: cw53@txstate.edu

Assistant Director Approval ___________________________ Date: ___________________________

[Type text]

Campus Activities and Student Organizations
Phone: (512) 245-3219 Fax: (512) 245-8245
Texas State University-San Marcos
A Member of the Texas State University System
www.lbjsc.txstate.edu/caso
campusactivities@txstate.edu
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PROCEDURES AND REGULATIONS

PROCEDURES

1. Complete this form in its entirety.
2. This form along with other necessary forms should be returned to the Campus Activities and Student Organizations front desk at the LBJ Student Center, 4-2.1, 10 Business Days (weekends and university closures due to holidays excluded) prior to the scheduled event. This includes: fundraising events, advertising and soliciting on campus.
3. All reservations are on a first-come, first-served basis.
4. A copy of materials to be distributed must be attached when submitting to the Campus Activities and Student Organizations front desk.
5. Student Organizations, Departments and Vendors will be sent a permit for solicitation via e-mail to the president or designee before the event date. The permit must be displayed at all times.
6. Vendors are required to pay a set up fee at the time permit is picked up (Student Center reservations only).
7. Any luncheon offered by a vendor on campus or any give-away offered in exchange for a purchase must be in good taste and must not promote the use of alcohol, tobacco, or other drugs. Whenever possible, please support Texas State with your promotional materials.

REGULATIONS

1. No publicity items of any type may be taped, tacked, glued, or stapled to trees, fences, statues or to any brick, concrete or painted surface inside or outside of any university facility. Signs may not be affixed to tree trunks, fire hydrants or curbs.
2. Activities that mention lottery, raffle, door prize, or any references to a chance made on the admission ticket, stub, or any advertisement must have a sample raffle ticket submitted along with solicitation paperwork. Only charitable organizations may conduct a lottery or raffle. You can find more information at https://www.oag.state.tx.us/consumer/raffle.shtml.
3. San Marcos city ordinance prohibits publicity on any campus or city utility pole.
4. Mall and Quad solicitation: Space permitting- registered student organizations or campus departments may sponsor solicitations (sale or offer for sale of goods or services), in the quad or Student Center areas under the following conditions:
   a. All items handed out at a solicitation table (Magazines, flyers, coupon books, etc...) must have the name of the sponsoring student organization or department on it.
   b. A sign with the name of the sponsoring organization or department must be displayed at the solicitation table.
   c. Items may only be distributed from behind a table (i.e. Solicitors may not walk around the quad area or the mall area to sell items or services).
5. Permission to post information in campus buildings must be obtained from the designated office (see posting locations).
6. Table location for the mall area is at the discretion of the Coordinator of Student Center Services and may not be relocated without permission. Groups soliciting on the mall may not interfere with the flow of traffic and must remain in the immediate area of their assigned table(s).
7. Use of sound equipment in conjunction with mall events must be approved by the Assistant Director, LBJ Student Center.
8. Amplified sound is NOT allowed in the quad area.
9. Distribution of food or beverages must be approved through the solicitation process and a Waiver form and food sales information sheet must be completed. Note that only Coca-Cola products are allowed.
10. Any organization found in violation of policies will be asked to vacate its location and the reservation will be cancelled.
11. The Associate Director, LBJ Student Center Director may make exceptions to the mall and/or quad policies to accommodate Student Center programming (i.e. Paws Preview, etc.).
12. Organizations holding events in the LBJ Student Center and have questions about physical access may contact the Reservations Office at 512-245-2264.
13. Student organizations holding events on campus who anticipate needing accommodations for students with disabilities should contact the Office of Disability Services at 512-245-3451 in advance of the event.
14. Student organizations wishing to post or hand out flyers on campus must include the following accommodations statement:

   Persons with disabilities who anticipate needing accommodations or who have questions about physical access may contact Campus Activities at (512) 245-3219 in advance of the program (or film, event, etc.).

15. Further explanation of policies and procedures can be found on the solicitation website at www.lbjc.txstate.edu/solicitation.
16. University Policies and Procedures regarding solicitation can be found at http://www.txstate.edu/qualityandplanning/upps/upps-07-04-03.html
17. University Policies and Procedures regarding information only flyers and/or booths can be found at http://www.txstate.edu/qualityandplanning/upps/upps-07-04-02.html
18. University Policies and Procedures regarding the Campus Expression area can be found at http://www.txstate.edu/qualityandplanning/upps/upps-07-04-05.html

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