



SOLICITATIONS AND OFF-CAMPUS USERS
TABLE RESERVATION REQUEST FORM

Please fill out this form **in its entirety** and return to 210 Lester Hall, by e-mail to union@olemiss.edu, or by fax to (662)915-5410. In order to ensure that sales and solicitations conducted at the designated solicitation location are in accordance with established policies and procedures, the Ole Miss Student Union retains the authorization to supervise and direct any sales or solicitations by vendors in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza.

The following is the policy for reserving space for solicitations overseen by the Ole Miss Student Union:

1. Solicitors are defined as individuals, companies, or groups that provide promotional or informational materials at a provided location in specifically designated locations.
2. Reservations are made through the Ole Miss Student Union, where a reservation agreement must be completed.
Available space for solicitations is restricted to the preset locations in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza between the hours of 10:00 a.m. - 4:00 p.m. Due to fire code and building regulations, tables may not be moved from assigned spaces.
3. Space is limited to five (5) solicitors per day. *Solicitors must understand that competing businesses could be present on day of reservation in different Student Union locations.*
4. No solicitations will be allowed outside of the reserved table location. All solicitations must remain at the designated table location.
5. Due to location, absolutely no music or amplified sound is permitted at any time.
6. There is a \$175 fee per day to solicit in the designated locations on campus. Solicitors requesting space for one week (five consecutive days), will be assessed a flat fee of \$800. For solicitors that need a larger area, up to 3 booth spaces may be reserved for a fee of \$100 per space per day.
7. All fees must be paid at time of reservation. All payments must be in the form of cash, check, or Visa/MasterCard. If the check is not properly processed by the bank, the reservation will be cancelled and the solicitor will not be allowed to reserve space in the future unless cash is paid for reservation fee.
8. Cancellations must be made 24 hours in advance. Penalty fees may be assessed for solicitors failing to appear on the date(s) reserved without proper notification. *(\$150 daily).*
9. There can be no solicitations or marketing that will conflict with the exclusive sales agreement that the University has with contracted businesses and/or corporations. This includes providing food or drinks that conflict with existing contracts the university has with vendors (e.g. non-Coca Cola products, cookies, pizza). For clarification, please contact the Ole Miss Student Union.
10. There shall be no solicitation, marketing, or recruitment by credit card companies other than those who have official ties with The University of Mississippi.
11. Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violator's will have their reservation privileges revoked.
12. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Ole Miss Student Union.
13. The Ole Miss Student Union reserves the right to cancel the signed contract made with the solicitor. If the solicitor has items on display, the solicitor must promptly remove all items and immediately leave the location. Rental fees received will not be reimbursed.
14. In the event that the university suspends campus activities or closes, the table reservation will be cancelled, and the user will have the opportunity to reschedule.
15. Failure to abide by these guidelines will result in loss of privileges.

CONTACT INFORMATION:

Name: _____ Title: _____

Business Name: _____

Contact number: _____ E-mail address: _____

Mailing address: _____

SOLICITATION INFORMATION:

Type of Solicitation: _____

Date(s) of Solicitation: _____

Times: (Begins) _____ (Ends) _____

Information or promotional items provided: _____

PAYMENT INFORMATION:

Visa/MasterCard: # _____ Exp. _____ CVC _____

Check or Cash: _____

**Only Visa and MasterCard are accepted forms of payment for credit card users.*

**Credit card payments will be assessed a convenience fee of 2.5% per charge.*

**All checks must be made payable to The University of Mississippi.*

I have read and agree to comply with the Policy for Solicitations on the Ole Miss campus

Signature: _____ Date: _____

Ole Miss Student Union: _____ Date: _____

FOR OMSU USE ONLY:

LOCATION: Lott 1 Lott 2 Lott 3 Lott 4 Weir 1 Weir 2 Weir 3 Weir 4

Total Fees: \$ _____

Date paid: _____ cash check card Check # _____

Receipt # _____ Initials of OMSU _____