



## SOLICITATIONS AND OFF-CAMPUS USERS

### TABLE RESERVATION REQUEST FORM

Please fill out this form in its entirety and return to Suite H301 in the Ole Miss Student Union or by e-mail to [unionreservations@olemiss.edu](mailto:unionreservations@olemiss.edu) no later than two (2) days prior to reservation.

In order to ensure that sales and solicitations conducted at the designated solicitation location are in accordance with established policies and procedures, The Gertrude C. Ford Ole Miss Student Union (OMSU) retains the authorization to supervise and direct any sales or solicitations by vendors at the OMSU.

The policy for reserving space for solicitations in the OMSU is as follows:

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 OMSU, where a reservation agreement must be completed.
3. Available space for solicitations is restricted to the preset locations at the Student Union between the hours of 8:00 a.m. - 4:00 p.m. Due to fire code and building regulations, tables may not be moved from assigned spaces.
4. 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.
5. Upon arrival to the Union Plaza, solicitors must check in for their table at the Information Desk located on the 2<sup>nd</sup> floor of the building.
6. No solicitations will be allowed outside of the reserved table location located on the OMSU Grove Plaza. All solicitations must remain at the designated table location. **Tables will be placed each day rain or shine.**
7. Due to location, absolutely no music or amplified sound is permitted at any time.
8. There is a \$200 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 \$900. For solicitors that need a larger area, up to 3 booth spaces may be reserved for a fee of \$100 per additional space per day. Requests for additional space on the Union Plaza must be communicated to the OMSU Reservations office. Other fees may apply.
9. 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 returned for insufficient funds or not otherwise 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.
10. Upon request, a parking pass will be mailed to the address provided for reservations placed two (2) weeks in advance of reservation. If the reservations are placed inside the two (2) week window, parking passes will be available for pick-up at the OMSU office on the third floor of the building. Additional parking passes can be purchased at the Welcome Center on University Avenue.
11. Cancellations must be made 24 hours in advance. A penalty fee of \$150.00 may be assessed for solicitors failing to appear on the date(s) reserved without proper notification.
12. 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 OMSU.
13. There shall be no solicitation, marketing, or recruitment by credit card companies other than those affiliated with the University of Mississippi.
14. Fronting is prohibited. "Fronting" is defined as permitting a non-University individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program in order to avoid payment. The presence of a Solicitor on campus does not imply a special or exclusive relationship with the University or that the Solicitor's promotional or informational materials are University-sponsored. Solicitors are prohibited from suggesting otherwise. Violators will have their reservation privileges revoked.
15. The OMSU 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. 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. 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: \_\_\_\_\_

Parking Pass Requested:      Yes              No

*\*Please ensure mailing address is accurate. Replacement parking passes will not be issued.*

**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.
- **Please mail checks to the following address:**

Ole Miss Student Union  
 Suite H301  
 P.O. Box 1848  
 University, MS 38677

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OMSU USE ONLY**

LOCATION:

Grove Sidewalk 1	Grove Sidewalk 2	Grove Sidewalk 3	Grove Sidewalk 4	Grove Sidewalk 5
Grove Sidewalk 6	Grove Sidewalk 7	Grove Sidewalk 8	Grove Sidewalk 9	Grove Sidewalk 10

Total Fees: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_ cash    check    card    Check # \_\_\_\_\_

Receipt # \_\_\_\_\_ Initials of OMSU \_\_\_\_\_