

Lorain County Community College
Office of Student Life
Registration for Solicitation

All organizations/individuals shall register with the Office of Student Life the names of the individuals directing sales, solicitation, or fund raising and the time period for the activity. Persons not affiliated with LCCC may not engage in sales or solicitation among the general population while on LCCC property, unless approved by the Office of Student Life or another LCCC department office.

(Please Submit Form 2 Weeks Prior to Requested Dates)

Name of Vendor/Organization _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Vendor License # _____ All Vendors are charged \$25.00/per day/per table

Distribution/ Sales of any items? YES NO If so, What? _____

Purpose for request of time on campus:

Are you affiliated with an LCCC club/organization? Yes No If yes, please provide name: _____

REQUESTED DATE(S)	TIME IN/OUT	INDIVIDUALS (Manning table or display)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Tables Needed _____ Number of Chairs Needed _____

Other (Electrical, AV, etc.) _____

Any other needs? _____

Office Use Only:

Table Rental Fee _____ Amount Paid _____ Date Received _____

Food Waiver Needed? YES NO Food Waiver Submission Date _____

Food Waiver Approved? YES NO

Approved Not Approved: Manager of Student Life : _____ Date: _____

Vendor/Organization Notified by: E-mail Phone In Person Date: _____ Initial: _____

Notes: _____

Revised 6/9/11