



**Lorain County Community College  
Office of Student Life**

**Table Rental/Solicitation Request Guidelines**

Student organizations are encouraged to raise money to supplement their activities. For more information or to inquire about a specific fundraising idea, contact the Office of Student Life.

**Solicitation and Sales**

The college permits registered student organizations to supplement their resources by selling or soliciting certain commodities or services.

- A **sale** is defined as the activity of exchanging a product or service in return for money, goods or other services. Sales within a registered student organization's own membership do not fall within this rule. Individuals may not sell among the general college population while on college property unless as part of a project sponsored by a registered student organization or college department. Sales are permitted inside buildings only from behind tables that have been previously reserved through the Office of Student Life. Outdoor sales are permitted provided that free flow of traffic is not impeded and the area has been scheduled through the Office of Student Life. Sales are expressly prohibited in food service areas, academic/administrative offices and door-to-door on campus. A member of the sponsoring organization or college department must be present at the sale site at all times. Members of student organizations and college departments directing or participating in the sale must be currently registered for classes or be employed by the college. **An Event Request Form (clubs only) or Table Rental Form (LCCC Departments/Divisions & outside Vendors) is required from the Office of Student Life and must be approved by the manager prior to the date requested.**
  
- **Solicitation** is defined as any effort to ask for donations or contributions of money, goods or services, written advocacy of a cause, or request for information such as a survey. Solicitations limited to the membership of a particular registered student organization do not fall within this rule but are governed by the group's own regulations. Individuals may not ask for donations or contributions of money, goods or services, written advocacy of a cause, or request for information such as a survey unless sponsored by a registered student organization or college department. Solicitation is permitted inside buildings only from behind tables that have been previously reserved through the Office of Student Life. Outdoor solicitations are permitted provided that free flow of traffic is not impeded and the area has been scheduled through the Office of Student Life. Solicitation in food service areas, academic/administrative offices and door-to-door on campus is prohibited. **An Event Request Form (clubs only) or Table Rental Form (LCCC Departments/Divisions & outside Vendors) is required from the Office of Student Life and must be approved by the manager prior to the date requested.**

**College Solicitation and Sales Form**

Any registered student organization wishing to engage in sales or fundraising on campus must first contact the Office of Student Life to reserve a space. The organization must forward a completed an Event Request Form to Student Life at least **TWO-THREE WEEKS PRIOR** to the event. Include the names of the individuals directing sales or fundraising, and the date and time period for the activity. The form becomes

the official permit once approved by the Manager of Student Life. Anyone engaged in sales on the college campus without approval will be notified to cease operation and abandon the premises. In cases where individuals refuse to leave the premises after notification, the notifying college staff member involved will take appropriate action.

### **Off-campus Vendors**

When a student organization utilizes the services of an outside vendor for sales on the campus, these regulations and guidelines are to be followed:

1. The vendor must provide a tangible product such as jewelry for fundraising purposes. Fundraising by commission such as credit card and cell phone contracts are NOT permitted.
2. The vendor must have a valid vendor license. Vendors must conduct business only at the specified location that has been scheduled with the Office of Student Life.
3. The vendor must pay \$25 per day. Student organizations do not have the authority to waive this requirement.
4. **A member of the sponsoring organization must be present at the sale and/or solicitation site at all times.** Members of student organizations directing or participating in the sale must be currently registered for classes.
5. All requirements must be completed prior to the sale or solicitation period. The vendor license must be displayed at the site.
6. The student organization will be responsible for the outside vendor and will be charged for any costs incurred.
7. Vendors will be notified by the Office of Student Life of the approval and confirmation of time and location of table rental.

### **Sale and Distribution of Food**

Groups must obtain approval from the Office of Student Life. The following guidelines must be followed for the sale or distribution of light snack items for fundraising purposes:

1. **A food waiver must be submitted three weeks in advance and approved by Dining Services.**