

## Tabling Request for Outside Entities Form

Return this **COMPLETED** form to the office of Student Activities and Advocacy, Student Services Bldg, Rm 241

Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Organization Name: \_\_\_\_\_

Activity (be specific): \_\_\_\_\_

Purpose: \_\_\_\_ Distribute Information/Promotional Items \_\_\_\_ Recruitment \_\_\_\_ Sale of Goods/Services

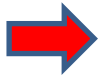
Activity Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time & Duration: \_\_\_\_ AM/PM TO \_\_\_\_ AM/PM

Preferred Location of activity: \_\_\_\_ LRC (Learning Resource Center) \_\_\_\_ Bridge (near Health Ctr)

**Location preference is a request only and not a guarantee.**

**\*Depending on the nature and size of the event, the presence of Campus Police may be necessary\***

- This form must be submitted to the Student Activities and Advocacy Office, SS 241
- **Vendors selling goods or services must provide copy of current business license and pay** required fee of **\$25.00** – cash or check made payable to the College of Marin
- **Review and agree to comply** with the Marin Community College District Policy No. 3900 [http://accreditation.marin.edu/sites/accreditation/files/I.C.7-2\\_BP\\_3900\\_Speech.pdf](http://accreditation.marin.edu/sites/accreditation/files/I.C.7-2_BP_3900_Speech.pdf)  
*Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.*



Signed Acknowledgement: \_\_\_\_\_

### CONTACT INFORMATION:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### SET UP NEEDS:

*Example: 2 six-foot tables, 6 chairs*

Tables: QTY \_\_\_\_ Chairs: QTY \_\_\_\_

Other/MISC: \_\_\_\_\_

**OFFICE USE ONLY**

☐ Approved

○ By: (print) \_\_\_\_\_ Dept: \_\_\_ Transfer Ctr \_\_\_ Outreach \_\_\_ Career  
\_\_\_ Other \_\_\_\_\_

☐ Vendors Fee PAID: \_\_\_ **Cash** or \_\_\_ **Check**

☐ **NOT** Approved

Reason: \_\_\_\_\_

Director of Student Activities and Advocacy: (print) \_\_\_\_\_

(sign) \_\_\_\_\_

☐ **CP** (campus police)

☐ **MT** (maintenance)

☐ **SSH**