

Tabling Request for Outside Entities Form

Return this **COMPLETED** form to the Office of Student Activities and Advocacy, studentactivities@marin.edu

Date Submitted: _____ Organization Name: _____

Activity (be specific): _____

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

Activity Date(s): _____ Time & Duration: _____ **AM/PM** to _____ **AM/PM**

Our designated tabling space is on the bridge near Health Center/Student Services building.

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

Guidelines:

- This form must be submitted to the Student Activities and Advocacy Office, SS 254
- **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
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 _____ Table Size: _____ Chairs: QTY _____

Other/MISC: _____

OFFICE USE ONLY

☐ Approved by (Name & Dept): _____

☐ Vendor Fee Paid by: _____ Cash or _____ Check

☐ **NOT** Approved

Reason: _____

Director of Student Activities and Advocacy: _____ Sadika Sulaiman Hara
(print)

X _____
(sign)

☐ Campus Police

☐ SSH

☐ Maintenance: _____