

Tabling Request for Outside Entities Form

Return this **COMPLETED** form to the office of Student Activities and Advocacy, Student Services Bldg, Rm 247

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

Guidelines:

- This form must be submitted to the Student Activities and Advocacy Office, SS 247
- **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 ___ Chairs: QTY ___

Other/MISC: _____

