

# Bridgewater State University Commercial Solicitation Application

Sponsoring Department/Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

## Solicitation Information

Name of Solicitor \_\_\_\_\_

Business Address \_\_\_\_\_ Telephone \_\_\_\_\_

Type of business \_\_\_\_\_

Purpose for Solicitation \_\_\_\_\_

Description of activities to be performed \_\_\_\_\_

Benefit to Students/University \_\_\_\_\_

Dates of Solicitation \_\_\_\_\_

Location Requested \_\_\_\_\_

Space & Furniture Requirements \_\_\_\_\_

**Please attach a copy of all literature to be distributed.**

**Submit to University Services**

**Reviewed\***

**Approved**

**Denied**

\_\_\_\_\_  
Daniel McHugh Date  
Director, Conference and Event Services

\_\_\_\_\_  
Margarida Vieira Date  
Director, University Services

\* If request includes use of space and/or furniture outside the dining halls, CESO must review prior to final decision. After approval, CESO will coordinate the use of these services directly with solicitor.

c: Campus Police Department  
CESO  
Solicitor  
Sponsoring Department

Revised 06/05/13

# BRIDGEWATER STATE UNIVERSITY

## Commercial Solicitation Application Procedures

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### **Solicitor/Sponsoring Department/Organization**

1. Complete the *Commercial Solicitation Application*.
2. The application must provide adequate detail on the following:
  - a. Name and telephone number of sponsoring department/organization
  - b. Name, business address and telephone number of solicitor
  - c. Type of business of solicitor
  - d. Purpose for solicitation
  - e. Description of activities to be performed
  - f. Benefit(s) to students/University
  - g. Date(s) of solicitation
  - h. Location requested
  - i. Space and furniture needs
3. Submit the completed application form to University Services Office, including a copy of any literature to be distributed, for approval.
4. On the day of the event the solicitor **MUST** report to the Campus Police Department to sign in and pick up a badge.
5. When the event is completed, the solicitor must return all badges to the Campus Police Department.

### **Conference and Event Services Office**

1. The Conference and Event Services Office will review all requests requiring the use of space/furniture outside of the dining halls prior to review by University Services.
2. After approval by University Services, the Conference and Event Services Office will work directly with solicitor and/or sponsoring department/organization to coordinate the event.

### **University Services**

1. The University Services Office will review and approve/deny the request within 5 business days.
2. The University Services will notify the solicitor, sponsoring department/ organization of the decision of request.
3. If the request is approved, the University Services Office will send a copy of the application to the Campus Police Department, Conference and Event Services Office, solicitor and sponsoring department.

### **Campus Police Department**

1. The Campus Police Department will sign the solicitor in, issue badges and notify the sponsoring department/organization of the arrival of solicitor on campus.