

Date Stamp Here

10/13/14



Request # _____

Permit # _____

Return completed application with payment to appropriate address on back of form

ORGANIZATION USE PERMIT

GUIDELINES FOR APPROVAL

Vendors will be allowed on the Cuesta College Campus with the following provisions:

A **TWO-WEEK notice policy** is strictly enforced. The first available date for a space may be granted *TWO WEEKS* after this completed form and payment are received.

Fees are paid-in-full upon submission of application to the appropriate office (see reverse for mailing address).

VENDOR INFORMATION (REQUIRED)

Date(s) of event _____ Actual hours of event _____

Arrival/Setup: _____ am/pm Exit/Tear-down: _____ am/pm

Vendor/Organization Name _____

Responsible Individual _____

Name(s) of individual(s) to be on site during activity _____

Address _____

street

city

zip

Phone number (____) _____ Cell phone (____) _____

Email address: _____

PRODUCT OR SERVICE TO BE SOLICITED

Please describe your activity _____

BASIC NEEDS AND DESIRED LOCATION (Check all that apply)

- Electrical
- Table(s)* How many? _____
- Chair(s)* How many? _____

Additional needs _____

*The College can provide tables and chairs for your event. All must be returned in good condition.

For North County Campus Only: Is this a food event? Y or N

If yes, the activity request must be signed by a representative of Fresca Foods. Please contact (805) 591-6251 to obtain signature.

X _____ Date _____

For San Luis Obispo Campus Only:

- CAFETERIA** (in front)
- LIBRARY/HIGH TECH CENTER BUILDING** (in front)
- FLAGPOLE AREA**
- Other location on Campus (please specify): _____

For North County Campus Only:

- LEARNING RESOURCE CENTER** (in front)
- Other location on Campus (please specify): _____

ALL LOCATIONS ARE OUTDOORS

FEES

Outside organizations or individuals that come on campus to solicit students with their products or services, or with the intent to recruit employees, are required to pay a flat fee as stated below.

Fees are based on the amount of space used. Even if tables are not used, payment is still required.

Payment for fees can be made with cash, check, or money order, payable to Cuesta College. No credit cards.

FEE TYPE	10'x10' Space (1 Table)	20'x20' Space (2 Tables)
BASIC USE, 1 DAY ONLY:	\$45 <input type="checkbox"/>	\$65 <input type="checkbox"/>
Multiple-day discount:	\$40 <input type="checkbox"/>	\$60 <input type="checkbox"/>

FEE WAIVER REQUEST

Cuesta College may grant fee waivers to the following organizations with the understanding that students will be provided with free giveaway items and/or services:

GOVERNMENT & CHARITABLE ORGANIZATIONS (as set forth in IRS Code Section 501(c)(3))

- Fee waiver requested Free Giveaway Items/Services _____

SOLICITATION GUIDELINES

- Cuesta College *does not allow* companies to solicit students to sign up for credit cards.
- Individuals and/or groups shall be responsible for their actions and staff behavior while on Cuesta's Campus. You may only distribute materials from your assigned table(s). Aggressive solicitation, disorderly conduct, and indecent conduct or expression are prohibited. Litter resulting from the distribution of materials may be a problem. You are *responsible for cleaning* the grounds and table(s) of your own papers prior to leaving Campus each day.
- The College can provide you with tables and chairs for your event, which must be returned in good condition.
- Attach to this permit a copy of all materials to be distributed to students. For merchandise sales, attach a basic inventory list of the products to be sold.
- *Keep copies* of this approved Vendor Use Permit at your table during your event. This paperwork is your permit to be on Campus.
- Parking permits are *required* at all times. Please purchase a parking permit (\$2.00/day) from one of the vending machines located in the parking lots. Park in general spaces only.
- Driving on the Campus is not permitted without prior approval. Staff can direct you to the location of loading zones closest to your approved event location.

HOLD HARMLESS STATEMENT

I agree to hold harmless against all liability and indemnify Cuesta College and the District Board of Trustees, its officers, and employees from any claim or demand that may arise from this contract; and the organization shall, at its own cost, expense, and risk, defend any legal proceeding that may be brought against Cuesta College and the District Board of Trustees, its officers, agents and employees, on any liability, claim or demand arising from the contract, and satisfy any judgment that may be rendered against any of them.

I have read and understand all of the terms and conditions of this Organization Use Permit and agree to the guidelines as stated.

SIGNATURE _____ **DATE** _____
Business/Organization Representative

Return completed application with payment (Make checks payable to Cuesta College)

San Luis Obispo Campus:
Cuesta College
Student Life and Leadership Office
P.O Box 8106
San Luis Obispo, CA 93403-8106

North County Campus:
Cuesta College North County Campus
Student Services Office
2800 Buena Vista Drive
Paso Robles, CA 93446

For Office Use Only

FEES

WAIVER REQUEST: Approved Denied Reason for Denial: _____

TOTAL Fee for use: \$ _____ Date Payment Rec'd: _____

APPLICATION STATUS

Approved Denied Reason for Denial: _____

Signature _____ **Date** _____
Coordinator, Student Life and Leadership or designee (required for all Campus Events)

Signature _____ **Date** _____
Dean, North Co. Campus & South Co. Center (required for NCC Events)

Issued to: _____ **Date(s):** _____

Time: _____ **Location:** _____

Materials Provided: Tables _____ **Chairs** _____ **Other:** _____

Names of individual(s) allowed to be on site during activity:

This permit is valid for the date(s) and location listed above.