

SLIPPERY ROCK UNIVERSITY
SALES & COMMERCIAL SOLICITATION REQUEST FORM

Complete and submit to the Robert M. Smith Student Center Information Desk at least one week in advance of the requested activity. Contact the Director of the Student Center (SSC 102E), 724-738-2491, with questions.

Name of Organization/Department: _____

Contact Person (print): _____

Contact Phone: _____

Contact Email: _____

Advisor/Departmental Signature: _____

Describe the Sale/Commercial Solicitation Activity planned:

Please include specific details regarding items for sale or distribution:

Associated fees: _____

Purpose of activity/Beneficiary of sale: _____

Outside vendors involved (If any): _____

Requested Date(s) (limited to two weeks per request): _____

Requested Location(s) in Student Center (reservation form available at the Student Center Information Desk should be submitted with this request):

☐ Ballroom

☐ Theater

☐ Conference Rooms

☐ Info Table

☐ Patio

☐ Quad

☐ SGA Pavilion

Other Requested Location (copy of approval must be presented to the department to finalize reservation):

☐ Weisenfluh

☐ Residence Halls

☐ ARC/Intramural Fields/Ski Lodge _____

☐ Academic Building _____ ☐ Other (specify): _____

☐ Approved ☐ Denied Comments: _____

Director, Robert M. Smith Student Center

Date

*Approval to conduct the sale **DOES NOT** reserve the facility. Please contact the facility manager at the desired location to complete a reservation request. A member of the sponsoring organization or department must be present at the sale location with a copy of this approval at all times during the activity.*