



For Campus Life Use Only:	
Date Received	_____
Reservation #	_____

EVENT REGISTRATION SALES & SOLICITATION FORM

Department/Organization	_____	Phone #	_____
Contact Person Name	_____		
Mailing Address	_____		

Please check all that apply.		Required	Signature	Date
<input type="checkbox"/>	Social Event (Open to the Public)	CUPD Cpt. Eric Hendricks 656-4301		
<input type="checkbox"/>	Attendance expected to be over 200			
<input type="checkbox"/>	Event with Alcohol			
<input type="checkbox"/>	Events Charging Admission			
<input type="checkbox"/>	Extends building hours after 11pm			
<input type="checkbox"/>	Event with Food	CU Dining Services Dan Davies (catering) 656-7851 Susan Clee (other) sclee@clemson.edu		
<input type="checkbox"/>	Event on Landscaped Area	Facilities Adrienne Gerus 656-4229		
<input type="checkbox"/>	T-shirt sales: Athletic themed and/or connected to Homecoming or First Friday events	Central Spirit Laura McMaster 656-4851		
<input type="checkbox"/>	Use of tiger paw / official University mark	Athletics Tim Match 656-2911		

For events with sales:

Describe merchandise to be sold and attach design/sample if possible:

For merchandise sales:

Any group/organization selling merchandise is responsible for reporting all the tax information as required by Clemson University and the State of South Carolina.

By signing this form I certify that I have read the Sales and Solicitation Policy, Statement of Equity, the Reservation and Usage Policy and Clemson University's Facility Use Policy and I agree to comply with the guidelines.

_____	_____	_____
Signature	Phone #	Email

Sales & Solicitation Policy

Solicitation on University property is strictly prohibited without authorization from the Hendrix Center. Evidence of such authorization shall be displayed at all times while on campus (e.g. copy of Reservation and/or Reservation forms with the Campus Life logo). Any authorized solicitations are subject to applicable University regulations, and local, state and federal laws. Solicitations may be approved for a specific area on campus or for all pre-approved campus-wide locations. No solicitation shall interfere or conflict with the mission of the University or its occupants. Any profits derived from solicitations on campus must be used for a purpose consistent with University policy and with the purpose of the sponsoring entity.

Regulations

- All events must adhere to the Reservation & Usage Policy and the Facility Use Policy.
- All solicitations on campus are subject to the following:
 - a) Must be authorized in writing to Campus Life.
 - b) Are restricted to approved areas.
 - c) May contain only legal materials and/or content

Please help us maintain the beauty and safety of our outdoor spaces by following these guidelines. A fee may be charged if cleaning or repair is required.

- Keep All sidewalks free of obstructions and make sure wheelchair ramps are accessible.
- In areas with fountains, please do not put anything in the fountain.
- If your event is serving food and/or beverage, please make sure that hot water and ice are not poured on the lawn.
- Events planning to use grills should not place these under trees. All events with grills must take place on paved area. Be sure that you provide a metal container to dispose of charcoal.
- All water activities should be scheduled for Johnstone Meadows. There is a water bib in this area available for use by the students.
- Clean up after yourselves and your guests. Garbage is to be removed from the premises after the event ends.

Athletic Events: Solicitations on the day of an athletic events are not permitted in an area east of Lake Hartwell, west of a line running from Mell Hall, past Tillman Hall to Lee Hall and bounded on the north by Highway 93 and on the south by Perimeter Road, unless so approved in advance by the Campus Life office and by the Athletic Department.

Designated times, days, and areas: Authorized solicitation may be restricted to certain times of the day, to certain days of the week, and to specified locations to preserve privacy, safety, and the educational environment of the campus. Several areas have been designated on the campus for authorized solicitation. These areas have been selected so as to accommodate the needs of all persons wishing to solicit. Campus Life can assist you in finding the proper location for your event.

Door-to-door solicitation is prohibited on campus for any reason. Solicitation is not allowed under any circumstance in residence halls, classrooms, or work areas except when it is specifically requested by a resident (residence hall) or authorized employee (classroom or work area) and shall be limited to the resident's room or other approved meeting area (e.g. lounge), or to a specific classroom, office or other departmental facility. Such requests by employees are subject to departmental policy. Any entity so soliciting must be accompanied by the individual making the request. Solicitation by any person, organization, or agency is generally not permitted in any other University building. However, solicitation may be authorized in any such building (other than those above) for the following activities:

1. Approved fund-raising activity for a department of the University, or an affiliated entity.
2. Approved fund-raising activity when sponsored and conducted or supervised by the University or affiliated entity.
3. Collection of data for University –sponsored research or for a class.
4. Approved fund-raising activity of a recognized local, state, or national charitable organization (e.g. Red Cross)

Table Guideline: All solicitation must be tabled and under no circumstance are solicitors allowed to move from behind the table. All signage is restricted to the table only. The University reserves the right to cancel any event for violations to guidelines.

Statement of Equity: Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech. This policy and regulations exist to ensure privacy, safety, and educational and work environment of campus occupants. Application of this policy and regulations will be neither arbitrary nor capricious, nor shall they be based on the political contents of the solicitation. All constitutionally protected speech will be permitted within the reasonable time, place and manner parameters of this policy and regulations.