

# University of North Texas University Union Application for Solicitation

This Form **must be completed** when requesting a table scheduled by Event Planning and Scheduling Services.

Please submit your completed request to [UniversityUnion.SchedulingOffice@unt.edu](mailto:UniversityUnion.SchedulingOffice@unt.edu)

REQUEST MUST BE SUBMITTED NO LESS THAN **5 BUSINESS DAYS** IN ADVANCE OF THE REQUESTED SOLICITATION/  
SELLING DATE(S).

Name of Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization President: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s): \_\_\_\_\_ Times: \_\_\_\_\_

Location: Library Mall Outside Only    Location: Inside the UNION    Location: Other \_\_\_\_\_

\_\_\_\_ Selling Merchandise    \_\_\_\_ Distributing Information    \_\_\_\_ Soliciting Donations

Description of activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*FOR USE WHEN CONTRACTING WITH AN OUTSIDE SALES COMPANY  
A SIGNED VENDOR AGREEMENT AND FEE MUST ACCOMPANY THIS PERMIT*

Contracting Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I understand the University Policies and Procedures regarding fundraising activities and/or Distribution of flyers and materials on campus and agree to accept responsibility for the observance of University Policies & Procedures. All receipts and operations are subject to audit by appropriate University Officials.

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Organization Advisor

\_\_\_\_\_  
University Union

\_\_\_\_\_  
Date

Approved ( )

Denied ( )

FOR OFFICE USE ONLY:

\_\_\_\_\_  
DATE    INITIALS    TIME

# INSTRUCTIONS FOR COMPLETING THE SOLICITATION PERMIT

SOLICITATION REQUEST MUST BE COMPLETED **NO LESS THAN 5 BUSINESS DAYS IN ADVANCE**  
OF THE REQUESTED SOLICITATION/SELLING DATE(S).

1. This form must be completed when requesting a solicitation table (information) table scheduled by Event Planning and Scheduling Services office.
2. For the purposes of this application, solicitation is defined as any organization's attempt to gain funds, support membership, contributions, etc. from the university community. If any organization is requesting a table in the University Union or immediately adjacent to the University Union, a solicitation permit must be completed and approved by the appropriate university individuals.
3. If the solicitation involves sponsorship of any off-campus business, the following stipulations apply:
  - Only three activities of this nature per semester are permitted.
  - Tables are limited to three consecutive days.
  - A contract/letter of agreement, signed by an official of the off-campus business and the organization's president, detailing the terms of the sponsorship (date, financial terms, etc.) must accompany the solicitation application.
  - The University Union must approve the application before reservations can be made. The Assistant Director of Event Services (University Union Bldg., Level 4, Suite #418) signs only if the organization is selling items.
  - The information requested on the solicitation permit must be complete.
  - Products may only be sold from a table provided by the University Union.
4. Solicitation Forms must be completed and approved by the appropriate University officials. For example, a membership drive, a request for donations for a legitimate charity, sale of products produced by the organization itself is considered solicitation. In some cases, this application will include the Assistant Director of Auxiliary Services approval. In all cases, the approval of the University Union is required.
5. Tables are available for all solicitation activities on a first come-first serve basis.
6. A solicitation permit must be present at the table at all times. Solicitation permit will be issued at time of check in.
7. Organizations that have had their solicitation request rejected may appeal the decision with the Associate Vice President for Auxiliary Services (located in Crumley Hall). The appeal must be in writing and submitted within 72 business hours of receiving the disapproved request.
8. Please note, obtaining a solicitation request form does not mean that the request has been approved. Only when the appropriate University Officials have signed and approved the activity, does the organization have the right to reserve a table.
9. No Food or Drink can be sold. **ONLY** (pre-packaged) Coca-Cola products can be given away for free. All food items must be pre-approved by Risk Management. Texas Food Establishment Rules do not allow serving food from unapproved sources (private kitchens); therefore all food must be pre-packaged items purchased from a grocery store, etc. or catered from UNT Dining Services or a restaurant. If food is catered from a restaurant, a copy of their current health permit must be on file with Risk Management. Please contact Vickie Coffey immediately regarding any food you might offer at your event, [Vickie.Coffey@unt.edu](mailto:Vickie.Coffey@unt.edu) 940-369-8146. Questions regarding vendor (information) tables should be directed to the Event Planning and Scheduling Services office, Union Building, Fourth Level, Suite # 418 (940) 565-3804.
10. Student organizations and departments are responsible for any activity at their table including any sponsored vendors. Failure to adhere to policy may result in being blocked from future scheduling of tables. Please follow the Campus Solicitation Policy: Please remain at your table and wait for interested parties to come to you. Please do not follow or "go after" passers-by. Please do not yell or call out to passers-by. Please do not block the flow of traffic around your table to other areas of interest in the general vicinity.