

# 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

Solicitation Date(s) Requested

Solicitation Dates Approved

Location Requested\*

Location Approved

\*Subject to change based on existing campus capacity, equipment requirements, etc. Please attach

# BRIDGEWATER STATE UNIVERSITY

## Commercial Solicitation Application Procedures

---

### 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.

### University Events

1. The University Events Office will review all requests requiring the use of space/furniture outside of the dining halls prior to final approval by University Services.
2. The University Events Office will work directly with solicitor and/or sponsoring department/organization to coordinate the event, and provide approved solicitation times and location details.
3. The University Events Office will resubmit the application to University Services Office for final approval once they have finalized the request with the solicitor and/or sponsoring department/organization.

### University Services

1. The University Services Office will review and approve/deny the request within 10 business days after review by University Events.
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 University Police Department, University Events Office, the