

120-03 COMMERCIAL SOLICITATION—PROCEDURE

1. PURPOSE

The purpose of this procedure is to govern access to College premises by representatives who wish to sell or promote any product or service.

2. PROCEDURE

1. The solicitor's responsibilities are to provide proper forms and payment within the time frame designated in the procedural guidelines.
2. The solicitor must comply and meet with all requirements lined out in the procedural guidelines.
3. A fee waiver may apply if the items being sold are beneficial to the College.
4. Any solicitor not complying with all responsibilities and requirements may be deemed a trespasser and therefore subject to appropriate prosecution.

3. BACKGROUND

1. References: none
2. Revision history: 02/19/2010 (reformatted)
3. Legal review: none
4. Sponsor: Facilities

COCONINO COMMUNITY COLLEGE