IMPERIAL VALLEY COLLEGE

Event Scheduling/Distribution of Literature Procedures

1. Notification regarding the scheduling of events/distribution of literature must be provided to the Student Affairs office a **minimum of 2 weeks in advance** of the activity.
2. Groups/Organizations may hold events or distribute materials from only the following locations: College Center Quad Patio, Oasis Room or an area agreed upon by the Student Affairs office. The College Center foyer will be used only in the event of extreme heat, rain or wind with a maximum of one table per day.
3. Approved vendors selling products or services will be charged $ 75 per day and must be paid prior to activity.
4. Tables may be requested for the event. *A minimum of 2 weeks advance notification is required to guarantee table availability.*
5. Scheduling will be determined on a 'first come - first serve' basis.
6. Materials must be distributed from behind the table (students must approach the vendor).
7. Tables must not disrupt traffic or block entrances or exits. **Publicity stunts must be approved in advance.**
8. Tables should not be left unattended with materials on them.
9. Individuals disseminating materials must pick up after themselves and the individuals receiving the materials.
10. Materials should be consistent with generally accepted standards of good taste as appropriate to college community. Questions of interpretation shall be referred to the Dean of Student Affairs (or designee).
11. The name of the sponsoring individual or group must be clearly displayed on the table.
12. All tables, chairs and other materials must be returned to their designated areas.
13. Credit Card applications are PROHIBITED.

(PLEASE COMPLETE OTHER SIDE)

Please complete the following and mail or FAX to:
Imperial Valley Community College
Office of Student Affairs
P.O. Box 158– Imperial, Ca. 92251
(760) 355-6456
FAX (760) 355-6116

Off Campus Group/Individual Scheduling Event/Distributing Materials:

_____

Address: _____ Phone: _____

Email Address:_____

Proposed Date of Event: _____Hours:_____

Type of Event/Materials: _____

Number of Tables Requested: _____ Number of Chairs Requested: _____

Area Requested:
College Center Oasis Room_____ **College Center Quad Patio_____**

Other_____ (specify) _____

Request Submitted by (please print): _____

Signature: _____Date:_____
Signature signifies willingness to comply with all of the attached guidelines.

Make checks payable to: **IVC Associated Student Government**

For Office Use Only:

Reviewed: _____ Date Approved:_____
Dean of Student Affairs & Enrollment Services (or Designee)

Date Group Notified: _____ Date of Work Order: _____

Office Calendar By: _____
Rev. 2/12/2015