

GLENDALE COMMUNITY COLLEGE – OFFICE OF STUDENT AFFAIRS
Off-Campus Vendor/Solicitor Application and Agreement

Complete, sign and submit this form within one (1) week after receiving it. Otherwise, we will be forced to CANCEL your reservation and allow the opportunity to other vendors.

Name of Vendor/Solicitor:

Name of Vending Organization/Business:

Address:

Phone Number: Email Address:

Description of activity or sales:

Date(s): Time(s): **8:00 a.m – 8:00 p.m.** As a representative of the above-named organization, the vendor/solicitor requests authorization to sell or promote products on campus. The vendor/solicitor agrees to the following regulations:

1. Business may be conducted on campus Monday through Friday between the hours of 8:00 a.m. and 8:00 p.m. Exceptions must be approved by the Office of Student Affairs.
2. Vendors/solicitors must restrict their activities to the Plaza Vaquero area and are prohibited from entering or conducting business in classrooms, offices, or other campus buildings. Exceptions must be approved by the Office of Student Affairs.
3. Representatives must refrain from physically approaching students and must allow them to pass through the sales area without interference.
4. Vendors/solicitors must comply with all applicable college health and safety regulations.
5. The GCC Policy allows an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law; Pets other than certified service animals, such as dogs lacking certification, are prohibited from entry.
 - All service animals must be on a leash at all times.
6. Representatives must conduct themselves in a manner consistent with Board Policy 5410-Campus Speakers and Distribution of Printed Material. (A copy of the Board Policy 5410 is available and can be mailed or faxed upon request).
7. Vendors/solicitors are restricted to a 10 ft. x 20 ft. area and must supply the tables, chairs and canopies for their own use. No GCC equipment will be supplied.

The vendors/solicitors agree to donate \$150.00 per day (\$60.00 on Fridays) to the GCC Bookstore. Upon approval of the contract, a link will be emailed to the vendor to pay by credit card. ***A parking pass can be purchased in Lot B for the day(s).***

The vendor/solicitor agrees to save and hold the Glendale Community College District harmless from any liability incurred by reason of damage or loss to property, or injury to person(s) arising out of the vendor/solicitor's performance of the activities authorized by this agreement.

It is understood that the vendor/solicitor and authorized employees are not covered by Worker's Compensation Insurance carried by the Glendale Community College District.

Glendale Community College District is committed to providing an equal opportunity for admissions, student financing, student support programs and activities, and employment regardless of race, religious creed, color, sex, sexual orientation, national origin, ancestry, marital status, medical conditions, or disability in accordance with federal, state, and local regulations.

Accepted by:

Vendor/Solicitor _____ Date _____