

# 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 event needs and availability

Space & Furniture Requirements \_\_\_\_\_

***Please attach a copy of all literature to be distributed.***

## Submit to University Services

Reviewed\*

Approved

Denied

\_\_\_\_\_  
Daniel McHugh Date  
Director, University Events

\_\_\_\_\_  
Margarida C. Baganha, EdD Date  
Director, University Services

\* If request includes use of space and/or furniture outside the dining halls, University Events must review prior to final decision. University Events will coordinate the use of these services directly with solicitor, and then resubmit finalized form (including approved solicitation dates and location) to University Services for approval.

cc: BSU Police Department  
University Events  
Requestor  
Sponsoring Department

# BRIDGEWATER STATE UNIVERSITY

## Commercial Solicitation Application Procedures

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### 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 solicitor, and sponsoring department.