

University of Kentucky
Request for Authorization to Sell/Solicit on UK Property

The Director of the Student Center is responsible for reviewing and approving or disapproving requests to sell/solicit on University property.

Complete this form and submit to:

Student Center Director

209 Student Center

Lexington, KY 40506-0030

Request to sell () Request to solicit ()

Name of person responsible for this request: _____

Phone: _____ e-mail: _____

Name of student organization: _____

Address: _____

Date(s) for activity: _____

Location of Activity: _____

**(THIS FORM DOES NOT CONFIRM SPACE FOR EVENT. FOLLOW-UP WITH
APPROPRIATE FACILITY MANAGEMENT OFFICE).**

Nature of sales/solicitation (be specific): _____

Method of sales/solicitation: _____

Purpose of sales/solicitation: _____

Anticipated revenue: _____

For student organizations, funds generated must be given to a charity or credited to the organization's treasury. Students who participate in the activity may not be personally compensated for their work. This form, when signed by the Student Center Director, approves the proposed activity. Approval for the specific location of the activity must be granted by the university official responsible for the building/space requested by the sponsoring organization.

Date: _____ Signature: _____

Approved () _____

Disapproved () _____

Student Center Director

A COPY OF THIS FORM MUST BE IN THE POSSESSION OF THE PERSON OCCUPYING THE SPACE (OR THE TABLE) APPROVED FOR THIS ACTIVITY.

REV. 9/09