### SELL/SOLICIT REQUEST FORM

#### GROUP DETAILS
Name of UK Department/Student Organization: ______________________________________________________________
Contact Person: __________________________________ Telephone Number: (______)______-______
UKY E-mail Address: ____________________________________________________________
Billing Address: ____________________________________________________________________________

#### SELL/SOLICIT DETAILS
Type (Select all that apply):  
- [ ] Soliciting  
- [ ] Sales  
- [ ] Fundraising  
- [ ] Political Activity*  
- [ ] Bake Sale (Additional Form Required)

Location of Activity (Building/Room/Outdoor Location): __________________________________________________________

Date(s) of Activity: ____________________________________________________________________________________________

Reservation ID # (If Known): __________________________ Anticipated Revenue (If applicable): __________________________

Start Time: __________________________ End Time: __________________________

Description of sell/solicit activities: __________________________________________________________________________________________

Beneficiary of activity:  
- [ ] Student Organization  
- [ ] UK Department  
- [ ] Non-profit/3rd Party Organization

Name of Non-Profit/3rd Party Organization (If applicable): ________________________________________________

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

- 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.
- Approval for the specific location of the activity must be requested by the sponsoring organization/department with the appropriate facility coordinator for the desired location.

Failure to abide by all conditions listed may result in the loss of tabling and reservation privileges.

Approval of this form does not guarantee confirmation of space.

#### CONFIRMATION

- [ ] I certify I am the responsible person for my department/student organization.
- [ ] I have attached approval from my Department Head/Dean of College (Departments Requests only subject to HR Policy #63)

Signature of person making request: __________________________ Date: _________________

Please return this form to: Event Management Office  
OR  EventManagement@uky.edu  
325 Blazer Hall

For Office Use Only:  
Confirmed by: __________________________ Date: _________________

Executive Director, UK Student Center