



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