

Campus Vendors & Information Tables

Policies & Procedures for Off-Campus Organizations

All off-campus organizations that wish to solicit information on the Midlands Technical College campus must have prior approval from the Student Life Office. Approval is granted by the Director of Student Life or her designee. **No off-campus organizations will be permitted to distribute information, collect information or sell anything on college property without prior approval and a written permit.**

- A Sponsored Events Request Form must be submitted to the Student Life Office, at least 2 weeks prior to the event.
- Organizations must have a signed copy of the Sponsored Events Request Form ([Sponsored Events Request](#)) in their possession while on campus, which serves as their permit. Due to space limitations, only three organizations will be allowed on campus per day. As to not create an environment of competition, only one organization of its kind will be allowed on campus per day. **This does not apply to campus wide sponsored events & activities.**
- Organizations may provide, distribute, and collect information and/or monies only from their tables. A clearly legible sign indicating the organization's name must be displayed at the front of the tables.
- Organizations may not block the flow of traffic, harass the campus population, have amplified sound or music, or in any way disrupt the normal atmosphere of the campus.
- All organization representatives must present a resale/business license and/or organization ID.
- Organization representatives found in violation of any policies or procedures will be asked to leave the College property and may not be allowed further campus visits.
- Organizations can visit campus no more than four days during any two week period. Requests will be approved based on date of requests and space availability.
- Midlands Technical College will provide up to 2 six-foot tables and 4 chairs per organization. Organizations can bring their own tables & chairs, if they choose; however, they may not exceed 2 tables and 4 chairs.
- Banks and other financial institutions are allowed on campus; however, **they are not permitted to solicit students for credit card accounts.**
- Organizations will be charged \$25.00 per day. Make checks payable to Midlands Technical College Student Life Office. All payments must be made 5 days before the approved event.
- Organization representatives must obtain parking permits through the Student Life Office.
- On campus smoking and other tobacco use are permitted only in designated areas.
- Representatives are responsible for all campus violations they incur.

If you have any questions, please contact the Director of Student Life at Midlands Technical College at (803) 738-7651.