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: ____________________________________________
(THE 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