



STUDENT ORGANIZATION: PETITION FOR FUND RAISING/COMMERCIAL SOLICITATION

Please Check One Below	
<input type="checkbox"/> Fund Raising	<input type="checkbox"/> Commercial Solicitation

Name of Organization _____ Campus Address _____

Items to be sold or type of activity _____ Charge per item, person, ticket _____
 (All food must be commercially bought & wrapped)

Date of Event _____ Time _____

Facility that is requested (Room/Area) _____ Building _____

Facility reservations must be requested through the proper offices. Please contact one of the following for your reservation:

UNIVERSITY EVENTS: for use of academic spaces (Warriner Hall, Finch, Bush), and Classrooms.
 Organization must have a reservation 14 days in advance* _____
 University Events

BUILDING COORDINATOR: for use of Rose, SAC, academic building lobbies and hallways. _____
 Building Coordinator

OFFICE OF RESIDENCE LIFE: for use within the residence halls. Once this form is filed with the
 Office of Student Life, solicitation forms must be filled out in the Residence Life Office (Allow 10 Days): _____
 Associate Director – Residence Life

BOVEE U.C. ROOM RESERVATIONS: for use of rooms and /or tables in the Bovee University Center _____
 Room Reservations

*CHAIRPERSON OF THIS EVENT: It is *your* responsibility to contact University Events once this activity is approved. You will get *final* facility approval from them in written form. If you have not heard from the Office of Student Life within 14 days of the above day, you must contact University Events for further holding agreements.
FORM MUST BE SUBMITTED TEN DAYS PRIOR TO ACTIVITY. DATE REQUEST RECEIVED BY THE OFFICE OF STUDENT LIFE.

Individuals, companies, and/or registered student organizations who want to do fund-raising and/or commercial solicitation on CMU's campus may be required to provide evidence of adequate insurance coverage. The determination of adequate insurance coverage is solely at the discretion of CMU. Evidence of this insurance coverage may be required prior to CMU approving the request for fund-raising or commercial solicitation on campus.

You and /or your organization shall indemnify, defend and hold CMU harmless from any and all claims arising from your acts and omissions and/or those of your organization, its agents and employees. CMU will indemnify, defend and hold harmless you and/or your organization from claims arising from the acts and omissions of CMU, its' agents and employees.

You and/or your organization also certify that it will comply with all applicable provisions of local, state, and federal law in the conduct of the activity, including the Michigan Consumer Protection Act, the Michigan Civil Rights, and when applicable, the Michigan Home Solicitation Sales Act.

Signature of Chairperson of the Event _____ Social Security # _____

Local Address _____ Phone # _____

FOR INTERNAL OFFICE USE ONLY

Organization is Registered: YES NO Proof of Insurance Needed: YES NO

Office of Student Life _____

Date _____ Approved _____ Denied _____

Purchasing Services Office, WA 301 (for commercial solicitation only) _____

Date _____ Approved _____ Denied _____

Original to: Student Life – Copies (Where applicable) to: University Events / Building Coordinator/Residence Life / U.C. Room Reservation / Risk Management / Student Organization

Fundraising Form Application.doc
 [MICROSOFT® WORD® XP]
 REV 08/03 THL/th