

**STRAND UNION BUILDING – Sales Request Form**

**\$5 charge per day for tables sales**

Return to Conference & Event Services Office, Strand Union 211, 406-994-3081

CLUB/DEPARTMENT: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Verified club status current: Y N

**PRODUCT INFORMATION:**

Product or Item to be sold: \_\_\_\_\_

Supplier of product: \_\_\_\_\_

Dates requested for sale: \_\_\_\_\_ Already reserved: Y N

*\*It is the responsibility of the student organization or department to ensure compliance with all State of Montana and federal Civil Rights laws and university policies and to determine any and all current laws or statutes of the State of Montana, Gallatin County or City of Bozeman, or Montana State University governing the sale and any permits or reports that may or may not be required either in advance or following the event.*

*According to Montana Law, all individuals older than 18 years of age are protected from discrimination based on age. Sales may require a valid MSU student ID card but may not be limited based on age.*

On behalf of the organization or department named above, I have read the Strand Union's policies relating to sales and I agree that our organization or department will abide by those policies or lose our sales privileges. The contact person will be notified upon approval/denial of the sale.

\_\_\_\_\_  
Sale Contact (PLEASE PRINT)

\_\_\_\_\_  
Sale Contact Signature

\_\_\_\_\_  
Date

\_\_\_Approved \_\_\_Denied

\_\_\_\_\_  
Butch Damberger, Strand Union Director

\_\_\_\_\_  
Date

\*\*\*\*\*Office Use Only\*\*\*\*\*

Payment made: \_\_\_\_\_ Days @ \$5/day = \$\_\_\_\_\_ Method of Payment: \_\_\_\_\_

Give client 2nd page with Guidelines

### **340.00 Information Table**

1. Information tables must be scheduled through the SUB reservationist and shall be in areas designated by the Strand Union staff.
2. Information tables shall be staffed at all times by a member of the sponsoring group. People staffing the table must remain behind the table. No user will be allowed to accost the public under any circumstances.
3. An approved SUB Sales Request Form must be on file in the Office of the Union Director for any sales of merchandise or services. (See Section 400.00, "Fund Raising/Merchandise Sales".)
4. Users may serve one table per day. The use of Information Tables is limited to seven (7) days per semester per group and usage of reserved tables must begin by the pre-arranged reservation time. If the table is not set up within 30 minutes of that time, the organization forfeits their reservation for the day.
5. May only be reserved for five (5) consecutive days at any time.
6. No voice amplication devices are permitted to be used.
7. All distribution and displays must be confined to the desiganted areas. Materials and posters may not be mounted on walls, woodwork, etc. Any material taped to a table must be removed completely at the end of the reservation. Failure to remove materials will result in a fine and possible loss of rights to use Information Tables in the future.
8. Sales or distribution of food or beverages is not permitted at Information Tables. (See Section 600.00 "Food".)

### **400.00 Fund Raising/Merchandise Sales**

The Strand Union recognizes the need for University organizations to raise money to support those organizations. One method of fund raising is sales of merchandise or services. The Strand Union will accommodate sales which conform to the following policies:

A. Registered/recognized university organizations, MSU-Bozeman departments, and the Strand Union or its lessees will be allowed to use designated Strand Union facilities for selling approved merchandise/services. Registered Student Organizations must also follow the fundraising requirements in the Student Organizations Handbook.

Whenever Strand Union facilities are used to provide income, rental will be charged. Admission charges including cash, tuition, donations, pledges, collections, or offerings of any kind will be considered income.

B. A "Request for Merchandise Sales" form must be completed and approval must be granted by the Union Director prior to a reservation being confirmed. These forms are available at the Conference Services Office.

C. Reservations for merchandise/service sales space must be made at the Conference Services Office at least three (3) days prior to the date of the sale.

D. Sales of merchandise/service will only be allowed at a reserved location within the Union.

E. Items to be sold must be owned or on consignment to the organization holding the space reservation. The group holding the reservation must also be the party staffing the space or table.

F. Groups may sell items produced or grown in conjunction with an academic program or that further the stated purpose of a registered student organization.

G. The Strand Union reserves the right to limit merchandise sales subject to the following restrictions:

**Items not allowed**

1. Any fund-raising activity or merchandise sale that is in direct competition with activities or services of the Strand Union and its tenants.
  2. Food (other than that sold by the Strand Union and University Food Service) and those items the Union allows the Bookstore to sell.
  3. Firearms and/or ammunition.
  4. Items judged to be dangerous.
  5. Items that are illegal, defamatory or which contain profanities or other words or symbols that would violate university policies.
- H. Groups or their representatives are not allowed to address or solicit passersby who do not show active interest. They must remain behind their table or within their reserved space (room).
- I. Sales are limited to five (5) consecutive days.
- J. Violations of any of these policies may result in loss of sales and/or reservation privileges in the Strand Union.