

SANTA ROSA JUNIOR COLLEGE



Off Campus Vendor Application

Your completed and signed form must be submitted to the submitted to the office of Student Life, Equity & Engagement at least *two weeks (10 business days)* prior to the date of service. (Please fax to (707)- 524-1830 or email to hzarate@santarosa.edu)

Company Name: _____ Contact Name: _____

Contact Phone: _____ Fax Number: _____

Contact /Company Mailing Address: _____

Contact Email: _____

Request for Electrical Hook-Up YES NO

Which campus will you be at:

Number of Tables needed: _____

Santa Rosa Petaluma

Number of Chairs needed: _____

Date(s) on Campus: _____

Hours on Campus: _____ (am/pm) to _____ (am/pm)

Please circle the day(s) you will be in attendance:

Mon/Tues/Wed/Thurs (SRJC Santa Rosa) Mon/Tues/Wed/Thurs(SRJC Petaluma)

Amount enclosed: \$ _____

(Payment to be received in full 2 weeks prior to tabling day)

(Please make all checks payable to SRJC Associated Students and send checks to 1501 Mendocino Ave Santa Rosa, CA 95401 Attn: Manager, Student Life & Engagement)

Product(s)/Service(s) provided for students: _____

Additional request(s): _____

Signature of Requester*(required): _____ Date: _____

Please direct all questions or comments to:

SRJC Santa Rosa
Hilleary Zarate (Manager, Student Life)
Office: (707)527-4239
E-mail: hzarate@santarosa.edu

Or
SRJC Petaluma
Deborah Ziccone (Student Engagement)
Office: (707) 778-3637
E-mail: dziccone@santarosa.edu

For Office Use Only:

Approved: _____ Not Approved: _____ Reviewed by: _____ Date: _____

Santa Rosa Junior College (SRJC) Off Campus Vendor Information, Policy and Regulations:

- All requests must be submitted on an Off Campus Vendor Application form at least two weeks (10-business days) prior to the date of service on campus, with exceptions made on a case by case basis.
- An application fee will required and shall be paid either in cash, a check made payable to **SRJC**, credit cards or debit cards.
- The fee schedule is:
 1. No charge for 501(c)(3) organization with the exception of paid career recruiting, see #3 below. Please provide verification with application.
 2. No charge for educational recruiting – please contact SRJC Transfer Center Transfer Center Administrative Assistant II at (707) 524-1660.
 3. \$25 per day for career recruiting – please contact SRJC Career Hub at workexperience.santarosa.edu or (707) 527-4329.
 4. \$75 per day or \$250 for 4 days for either vendors who sell merchandise or vendors engaging in service based businesses, i.e., banks, phone companies, etc. (Student Government Assembly (SGA) reserves the right to change the rate.)
- Best times to table are: Mondays through Thursdays from 10 am to 2 pm.
- Selling is restricted to the assigned table area. No solicitation is allowed outside of your vendor space.
- Vendors may request use of college equipment designated on the attached application. If not requested two weeks (10 business days) prior to date of service on campus, the vendor may be responsible for any necessary equipment: tables, chairs, etc.
- Vendors may not solicit customers via microphone, loud music, entering buildings, offices or classrooms, blocking walking paths, or soliciting the product outside the assigned site.
- All persons and/or organizations are subject to the rules and regulations of the Sonoma County Junior College District as well as the District’s mission and goals; any violations are cause for removal and/or disciplinary action as per the Student Code of Conduct and/or criminal action for non-students.
- The office of Student Life, Equity & Engagement reserves the right to reject the application on a case by case basis.

Refund Policy

- Vendors may request a refund in writing 10 days prior to date of service. There will be up to a \$50 processing fee for a refund request. Please allow two weeks (10 business days) for receipt of refund. All refund requests must be approved by the Manager, Student Life & Engagement or designee.
- In the event of bad weather, SGA may elect to move the event inside or postpone to a later date. This will be at the discretion of SGA and does not constitute a refund of fees to the vendor. The Manager, Student Life & Engagement or designee will work with the vendor to schedule another mutually acceptable date.

**Any exception to the refund policy is within the jurisdiction of SGA.