Welcome to MiraCosta College. The Student Activities Office will determine a time, place, and manner to accommodate your request to set up a contact table on campus. Please complete the following and return to the Student Activities Office one-week prior to date of visit, along with your prepayment of $50 per day in the form of cash, a money order or company check made payable to “MiraCosta College.”

**GENERAL INFORMATION**

Your name: __________________________________ Phone: ______________________

E-Mail: __________________________________________________________________

Organization you represent: __________________________________________________

Address: __________________________________________________________________

Student Contact Purpose:

☐ Provide information ☐ Employment Recruiting ☐ Other ______________________

**TABLE RESERVATIONS**

Campus: ☐ Oceanside ☐ San Elijo

Date(s): __________________________________________________________________

Time(s): __________________________________________________________________

Person Staffing Table: _______________________________________________________

Total Due: __________ Amt. Received: __________ By (initials) ________________

**STUDENT CONTACT TABLE AUTHORIZATION**

As a representative of the above-named person/organization, I request authorization to make contact with students on campus. I understand that it is my responsibility to inform all of my/our staff of the following MiraCosta College policies, procedures, and practices:

1. Student contact personnel are required to remain within the area assigned. We request that contact personnel not harass, confront or pester students or staff members. The aforementioned includes, but is not limited to physically approaching students, not allowing students to pass without interference, shouting or badgering of students and/or staff members.

2. Contact personnel may distribute flyers and other approved printed materials.

3. Contact personnel may not accept student payment for their services or sell anything while on campus.

4. Cancellation of reservation date(s) must be done through the Student Activities Office 48 hours prior to the agreed upon reservation date.

5. We reserve the right to withdraw the privilege of student contact on this campus for inappropriate behavior, violation of the district policy, or violation of any section of the California Education and/or Penal Code.

Signature of Requestor________________________________________________________

Date

College Representative________________________________________________________

Date

Decisions with regard to the interpretation and enforcement of the above policies, procedures and practices by the Student Activities Office are subject to expeditious appeal to the Vice-President of Student Services. MiraCosta College is not responsible for items left or stolen.

Distribution: Original – Student Activities Office; Copy – Requestor

Update: June 30, 2005