



**Universities at Shady Grove
Solicitation Request Form**

For use by organizations or individuals who are not affiliated with USG

Please submit this form by mail to:

The Universities at Shady Grove
Office of Conference & Event Services
9630 Gudelsky Drive
Rockville, MD 20850

Or by fax to: (301) 738-6050

Individuals or groups that are not affiliated with the Universities at Shady Grove/Shady Grove Center, or an administrative office should complete this form if they want to conduct solicitation on Shady Grove Center property. All requests for space for solicitation purposes by non-affiliates are subject to charge by the Office of Conference & Event Services. Contact the Office of Conference & Event Services at 301.738.6059 or conferencecenter@shadygrove.umd.edu for more information about space availability and cost.

Organization/Company: _____

Primary Contact: _____

Daytime phone: _____ Evening phone: _____

Email address: _____

Date of Solicitation: _____ Time: _____

Please describe the proposed solicitation: *Please include a description of the event (sale, raffle, requesting donations) including any merchandise or goods that will be involved and your preferred location.*

Will this solicitation generate any proceeds? _____ Yes _____ No

If "yes", please specify the intended recipient: _____

Signatures and Agreements

I certify that the above information is correct.

Primary Contact Signature: _____ Date: _____

For Office Use Only

Date form received: _____

Request: _____ Approved _____ Date Primary Contact Notified: _____
_____ Denied _____ Explanation of Denial: _____

Student Services Signature _____ Date: _____