

**Application to Conduct Commercial Transactions
or Commercial, Charitable, or Organizational Solicitations at BMCC**

STEP 1. APPLICANT INFORMATION	
Applicant's Name: _____	Date: _____
Address: _____	Telephone: _____
Organization Name: _____	
Address: _____	Telephone: _____
Primary Intended Audience: ___ Prospective students ___ Current students ___ College community/general public (BMCC department/group sponsor: _____)	
Purpose of Visit: _____ _____	
Type of Activity: _____ _____	
Date(s), Duration, and Location of the Visit: _____	
Request for Special Set-Up or Service(s) Provided by BMCC <i>(attach separate sheet if necessary):</i> _____ _____	
Other Relevant Information <i>(attach separate sheet if necessary):</i> _____ _____ _____	

STEP 2. REVIEW AND RECOMMENDATION BY BMCC DESIGNATED OFFICIAL			
___ Vice President of Business/Operations ___ Vice President of Instruction ___ Center Director/Associate Vice President ___ BMCC Recruiter ___ Associated Student Government Advisor ___ Other (Specify): _____			
Estimated Costs to BMCC <i>(attach separate sheet if necessary):</i> Total \$ _____			
Set Up: \$	Publicity: \$	Other:	Other:
Custodial/Grounds: \$	Public Relations: \$		
Other Staff: \$	Business Office: \$		
Utilities: \$			
Required Fees or Other Charges <i>(attach separate sheet if necessary):</i> Total \$ _____			
Estimated Interference With or Other Impact on BMCC Activities or Services <i>(attach separate sheet if necessary):</i>			
Recommendation: ___ Approve ___ Do Not Approve			
Explanation:			
_____		_____	
Name/Signature	Title	Date	

STEP 3. APPROVAL OR DENIAL BY BMCC PRESIDENT		
___ Approved ___ Denied		
Explanation:		
_____	_____	_____
Signature	BMCC President	Date
<i>The Office of the President will send a copy to the designated official and will retain the signed form for three years.</i>		