

Solicitation Permit of Business or Non-Profit in State Space and on State Grounds in Helena

As stated in the Public Safety and Facility Use for State Space and State Grounds in Helena policy, individuals or entities interested in soliciting business in state space or on state ground must obtain a solicitation permit from the General Services Division. The GSD office is located at 1310 East Lockey in Helena. GSD may be contacted at (406) 444-3060 or at gdservicedesk@mt.gov.

Groups or individuals requiring a solicitation permit include, but are not limited to, non-profit organizations, school club, fund raisers, business.

Solicitation may take place only under conditions specified in the use permit. Solicitors must restrict activities to building entryways, cafeterias, with the permission of the cafeterias operator, and the Capitol grounds. Employees must respond voluntarily. Solicitors may not obstruct entrance to any facility or solicit in offices and work areas. All solicitors must remain in the stationary location designated by GSD.

SOLICITING BUSINESS OR NON-PROFIT: _____

REPRESENTATIVE: _____

PHONE NUMBER: _____ **EMAIL:** _____

DATE & TIME: _____

BUILDING AND LOCATION (S): _____

PURPOSE:

Agency personnel are encouraged to request proof of a solicitor's permit or to call General Services Division at 444-3060 to verify a solicitor's permit, or to report that a solicitor is not complying with the regulations stated in this memorandum.

Failure to comply with the regulations will result in immediate revocation of the permit.

If you have any questions or concerns, please contact General Services Division at (406) 444-3060.

Organization Authorized Signature: _____ **Date:** _____

Organization Authorized Printed Name: _____

FOR GSD STAFF USE ONLY – FINAL COPY WILL BE RETURNED TO APPLICANT UPON APPROVAL

GSD Authorized Signature: _____ **Date:** _____

GSD Authorized Printed Name: _____