
If your performer/speaker will be paid, please use the contract located in the forms library or contact the Contracts Office at contracts@bellevuecollege.edu.

SPONSOR INFORMATION

Campus Organization/Program Sponsoring Guest	Contact Name	Campus Phone	Email
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GUEST INFORMATION

Name	Address (including City, State, Zip code)	Email	Phone	Date of Visit
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All visitors agree to comply with all college policies while on campus. (www.bellevuecollege.edu/policies/)

If a parking pass is needed, please fill out a request by clicking on the "Requester Center" link on the [BC employee resource page](#).

****Parking passes will be sent to the visitor email provided above and must be displayed when parking on campus.****

PHOTO RELEASE

I, the undersigned, consent to each and every use by Bellevue College, and all of its officers, employees, and agents of 1) each photograph, videotape or other likeness of me taken/recorded, and comments provided in interviews and/or in writing. Such uses may include, but are not limited to, every use in a publication, newspaper, advertisement, web site, videotape presentation, television show or other publication or recording. I also waive any right to compensation for such uses, or to inspect or approve the uses beforehand. I release Bellevue College, its legal representatives and all persons acting under its permission or authority, from any liability for any blurring, distortion, alteration or optical illusion that may occur with these pictures.

SIGNATURE

Date

Routing Instructions

- 1) Student Programs Budget Manager if related to Student Organizations
- 2) Courtesy Copy to Dean/Director
- 3) Administrative Services, A140, for filing