

**Mt. San Antonio College - Student Life Office**

**USE OF FACILITIES - STUDENT GUIDE**

**YES**

Use of Facilities Form (must use for on-campus & off-campus events)

Has your club been cleared to function for the semester?

*(Check the club list: <http://www.mtsac.edu/clubs/activestudentclubs.html>)*

Are you turning the form in 12 working days before event?

Is the form fully completed?

Did the Advisor sign the front? *(must be an advisor on record)*

Did the Advisor sign the back? *(must be an advisor on record)*

Is there an event description attached (ALL event details included)?

*(Full description, date, time, location, contact info., what the event includes, product, price, fundraiser?)*

Is the Event a Fundraiser? (Is money being collected?)

If yes, did you attach a Fiscal Services Fundraising Form?

Did you complete one form per day of fundraising?

Are the forms fully completed?

Are the forms signed by Advisor? *(must be advisor on record)*

Do you need a Cash Box or Change?

*(Fiscal Services forms available at <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)*

*(attach separate request forms for each day, fully completed and signed by advisor)*

Is the Event being held off campus?

If yes, has each student completed a Student Agreement and Medical Release for Classroom-Related Travel Form?

*(Form is located at [http://connection.mtsac.edu/forms/admin/2013-student\\_travel\\_medical\\_release.pdf](http://connection.mtsac.edu/forms/admin/2013-student_travel_medical_release.pdf))*

Did you make 3 sets of each form and distribute as follows before the event: 1) Student Life, 2) Public Safety, 3) Advisor to take on the trip in case of emergency?

If the event is a food sale:

Does your event conflict with another event? (date/location)

*(Check SL Weekly at <http://www.mtsac.edu/studentlife/eventcalendar.html>)*

In front of a store location? (not allowed)

Is there food involved?

Will there be homemade food?

Will there be pre-packaged food?

*(Refer to Food Policy: <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)*

If using the 9C kitchen, is there a Kitchen Request form attached

Is the 9C kitchen available?

*(Check kitchen availability: <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)*

Is it fully completed?

Is it signed by Advisor? *(must be advisor on record)*

Has the club already used kitchen 4x this semester?

**SUBMIT ALL FORMS TO THE STUDENT LIFE OFFICE, BUILDING 9C ROOM 1**