

Mt. San Antonio College - Student Life Office

USE OF FACILITIES - **STUDENT GUIDE**

	YES
Use of Facilities Form (<u>must use for on-campus & off-campus events</u>)	
Has your club been cleared to function for the semester? <i>(Check the club list: http://www.mtsac.edu/clubs)</i>	<input type="checkbox"/>
Are you turning the form in 12 working days before event?	<input type="checkbox"/>
Is the form fully completed?	<input type="checkbox"/>
Did the Advisor sign the front? (<i>must be an advisor on record</i>)	<input type="checkbox"/>
Did the Advisor sign the back? (<i>must be an advisor on record</i>)	<input type="checkbox"/>
Is there an event description attached (<u>ALL event details included</u>)? <i>(Full description, date, time, location, contact info., what the event includes, product, price, fundraiser?)</i>	<input type="checkbox"/>
Is the Event a Fundraiser? (Is money being collected?)	<input type="checkbox"/>
If yes, did you attach a Fiscal Services Fundraising Form?	<input type="checkbox"/>
Did you complete one form per day of fundraising?	<input type="checkbox"/>
Are the forms fully completed?	<input type="checkbox"/>
Are the forms signed by Advisor? (<i>must be advisor on record</i>)	<input type="checkbox"/>
Do you need a Cash Box or Change?	<input type="checkbox"/>
<i>(Fiscal Services forms available at http://www.mtsac.edu/clubs/studentlifeclubforms.html)</i>	
<i>(attach separate request forms for each day, fully completed and signed by advisor)</i>	
Is the Event being held off campus?	
If yes, has each student completed a Student Agreement and Medical Release for Classroom-Related Travel Form?	<input type="checkbox"/>
<i>(Form is located at http://connection.mtsac.edu/forms)</i>	
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?	<input type="checkbox"/>
If the event is a food sale:	<input type="checkbox"/>
Does your event conflict with another event? (date/location)	<input type="checkbox"/>
<i>(Check SL Weekly at http://www.mtsac.edu/studentlife/eventcalendar.html)</i>	
In front of a store location? (<u>not allowed</u>)	<input type="checkbox"/>
Is there food involved?	<input type="checkbox"/>
Will there be homemade food?	<input type="checkbox"/>
Will there be pre-packaged food?	<input type="checkbox"/>
<i>(Refer to Food Policy: http://www.mtsac.edu/clubs/studentlifeclubforms.html)</i>	
If using the 9C kitchen, is there a Kitchen Request form attached	<input type="checkbox"/>
Is the 9C kitchen available?	<input type="checkbox"/>
<i>(Check kitchen availability: http://www.mtsac.edu/clubs/studentlifeclubforms.html)</i>	
Is it fully completed?	<input type="checkbox"/>
Is it signed by Advisor? (<i>must be advisor on record</i>)	<input type="checkbox"/>
Has the club already used kitchen 4x this semester?	<input type="checkbox"/>

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