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| torch-logo | **Kitchen Requisition*****Associated Students, Mt. San Antonio College*** |

All materials must be turned in to the Student Life Office at least 12 working days prior to request date.

**Advisor/responsible Mt. SAC employee must be present for the duration of the event.**

In order to accommodate and support all of our clubs fundraising efforts, we are allocating

two (2) days per semester, per club, department, etc.

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| Organization: | Today’s Date: |
| Person requesting: | Club, Dept. or Organization name:  |
| Person requesting title: | Contact Phone: | Email: |

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| **Event Information:** |
|  | **Exact Dates** | **Days of the Week** | **Start Time** | **End Time** |
| Actual Time(s) of Event |  | Su Mo Tu We Th Fr Sa | a.m.p.m. | a.m.p.m. |
| Early Access of Set-up (if any) |  | Su Mo Tu We Th Fr Sa | a.m.p.m. | a.m.p.m. |

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| **KITCHEN USAGE RESPONSIBILITIES** to be completed immediately after event* Clean refrigerator and freezer
* Clean all appliances used
* Clean & clear countertops
* Clean sink
* Clean, sweep and mop floor
* Clean all utensils/items checked out
* Clean microwaves

Note: • All cleaning supplies will be provided • Plastic serving gloves are available | **Reservation Procedure**1. Check Kitchen availability in the “CLUBS” section of [AS.MTSAC.EDU](https://www.google.com/calendar/embed?src=hn1qlh131vq0iujurspogbfrh0@group.calendar.google.com&ctz=America/Los_Angeles)
2. Complete “Kitchen Requisition” form
3. Complete “Use of Facilities” form
4. Create and attach a flier (clubs only)
5. Turn in all paperwork to the Student Life Office at least 12 working days before your event
6. Clubs Only: If approved, your advisor will be notified when form is ready to be picked up from Student Life and Delivered to Event Services (Building 6, rm. 170)
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| The Student Life Office is not responsible for any items left in the kitchen. **Advisor and/or responsible Mt. SAC employee must be present for the duration of the event.**I understand and agree to comply with the above (responsible Mt. SAC employee): |
| Print – Name of responsible Mt. SAC employee: | Email & contact phone #: |
| Signature of responsible Mt. SAC employee: | Date: |