|  |  |
| --- | --- |
| 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.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **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) | |
| 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: |