



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.

<p>KITCHEN USAGE RESPONSIBILITIES to be completed <u>immediately</u> after event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean refrigerator and freezer <input type="checkbox"/> Clean all appliances used <input type="checkbox"/> Clean & clear countertops <input type="checkbox"/> Clean sink <input type="checkbox"/> Clean, sweep and mop floor <input type="checkbox"/> Clean all utensils/items checked out <input type="checkbox"/> Clean microwaves <p>Note: • All cleaning supplies will be provided • Plastic serving gloves are available</p>	<p>Reservation Procedure</p> <ol style="list-style-type: none"> 1. Check Kitchen availability in the "CLUBS" section of AS.MTSAC.EDU 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: