







Mt. San Antonio College - Student Life Office

USE OF FACILITIES - STUDENT CLUB GUIDE

YES

- 1** Does this event include performers, speakers, DJ's, rentals or any special type of display, food vendors, etc.?
If yes, you may need to obtain Board of Trustees approval. Please consult with Student Life staff.
(6-8 week advance planning is required for these types of events)
- 2**  On-Line Use of Facilities Request (must complete for on-campus & off-campus events)
Select **"Student Club Event"** as the **Event Type** in order to obtain the proper approvals.
Has the Club Advisor or Club Officer received POD training for **25Live**?
Check facility availability by visiting spaces.mtsac.edu (use Portal log-in to view)
Has the Club been cleared to function for the semester?
(Check the club list: <http://www.mtsac.edu/clubs>)
Requests must be submitted by the Club Advisor or Club Officer on record
Requests must be submitted at least 12 calendar days prior to the event
- 3**   **UPLOAD** an event description or event flyer
(Full description, date, time, location, contact info., what the event includes, product, price, fundraiser, etc.)
- 4**  Is the Event a Fundraiser? (Is money being collected?)
UPLOAD Fiscal Services Club Fundraising Form (one form per day) w/Advisor signature 
UPLOAD Fiscal Services Cash Box/Change Form (if needed) w/Advisor signature
(Fiscal Services forms available at <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)
- 5**  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 under Administrative Forms at <http://www.mtsac.edu/employees/forms/>)
Did you make 4 sets of each form and distribute as follows before the event:
1) Student Life, 2)Public Safety, 3) Division Office of Advisor, 4) Advisor to take on the trip in case of emergency?
- 6** Is there food involved?
Will there be pre-packaged food? (no homemade food allowed)
(Refer to Food Policy: <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)