Mt. San Antonio College - Student Life Office
USE OF FACILITIES - STUDENT GUIDE

Use of Facilities Form (must use for on-campus & off-campus events)

- Has your club been cleared to function for the semester?  
  (Check the club list: http://www.mtsac.edu/clubs)
- Are you turning the form in 12 working days before event?
- Is the form fully completed?
- Did the Advisor sign the front? (must be an advisor on record)
- Did the Advisor sign the back? (must be an advisor on record)

- Is there an event description attached (ALL event details included)?
  (Full description, date, time, location, contact info., what the event includes, product, price, fundraiser?)

Is the Event a Fundraiser? (Is money being collected?)

- If yes, did you attach a Fiscal Services Fundraising Form?
- Did you complete one form per day of fundraising?
- Are the forms fully completed?
- Are the forms signed by Advisor? (must be advisor on record)
- Do you need a Cash Box or Change?  
  (Fiscal Services forms available at http://www.mtsac.edu/clubs/studentlifeclubforms.html)  
  (attach separate request forms for each day, fully completed and signed by advisor)

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 at http://connection.mtsac.edu/forms)
- 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?

If the event is a food sale:

- Does your event conflict with another event? (date/location)  
  (Check SL Weekly at http://www.mtsac.edu/studentlife/eventcalendar.html)
- In front of a store location? (not allowed)

Is there food involved?

- Will there be homemade food?
- Will there be pre-packaged food?  
  (Refer to Food Policy: http://www.mtsac.edu/clubs/studentlifeclubforms.html)

If using the 9C kitchen, is there a Kitchen Request form attached

- Is the 9C kitchen available?  
  (Check kitchen availability: http://www.mtsac.edu/clubs/studentlifeclubforms.html)
- Is it fully completed?
- Is it signed by Advisor? (must be advisor on record)
- Has the club already used kitchen 4x this semester?

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

3/28/2016
revised websites
dabl