### 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.

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Today’s Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person requesting:</td>
<td>Club, Dept. or Organization name:</td>
</tr>
<tr>
<td>Person requesting title:</td>
<td>Contact Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Event Information:

<table>
<thead>
<tr>
<th>Actual Time(s) of Event</th>
<th>Exact Dates</th>
<th>Days of the Week</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su Mo Tu We Th Fr Sa</td>
<td>a.m.</td>
<td>p.m.</td>
<td>a.m.</td>
<td>p.m.</td>
</tr>
<tr>
<td>Su Mo Tu We Th Fr Sa</td>
<td>a.m.</td>
<td>p.m.</td>
<td>a.m.</td>
<td>p.m.</td>
</tr>
</tbody>
</table>

### KITCHEN USAGE RESPONSIBILITIES

- [ ] 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](http://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)

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:

---

Revised 3/27/13