

SECTION 8: HOT/COLD PREPARED FOOD DISTRIBUTION GUIDELINES

- If food is being obtained from an off-campus commercial vendor, student organizations/departments may be required to provide additional documentation as directed by Environmental Health & Instructional Safety.
- No more than one (1) food distribution is allowed per approved designated location.
- Individuals may be required to attend a Food Handling Training per Environmental Health & Instructional Safety. Schedule of trainings are available in T-14 or in the SORC. Only currently enrolled (non-extended education) students may attend the Safe Food Handling Training.
- If hot-prepared food distribution is approved, individual must wear their food handler permit at all times during the event.
- Obtain foods only from approved sources. No foods allowed that are prepared in a private home.
- **Signature and approval required by the Environmental Health & Instructional Safety and by Food & Vending prior to submitting this facility reservation request.**

BAKED GOODS GUIDELINES

- Baked Items: cookies, brownies, cupcakes, muffins, croissants, doughnuts, etc. can not contain cream, whipped cream, or custard filling and/or icing. All items must be individually wrapped. **No store bought baked goods are allowed.**

I have read and understand these guidelines INIT

Read Carefully and Sign. I understand the following:

- My reservation is not approved until I receive confirmation via email from the SORC. All requests are subject to consideration of "time, place, and manner". The SORC reserves the right to cancel or void my reservation request if it does not comply with university policies and/or the reservation details are not finalized.
- I or a member of my organization/department must be present during this activity scheduled.
- I may not drive onto campus for loading or unloading between 8:30am – 3:00pm without prior approval from the SORC. I have read and understand the Restrictions to Driving on the Interior of Campus available at the SORC.
- Failure to comply with the provisions set forth in the president's directives may result in the suspension of campus privileges.
- It should be recognized that instructional programs have priority in scheduling University facilities.

Name of Person Submitting Request/Contact Person *(please print)*: _____

Signature: _____ Date: _____

FOR SORC OFFICE USE ONLY

Signature: _____ Date: _____

Associate Dean of Student Life Programs · (657) 278-7622 · TSU-245

Event Approved/Scheduled: Yes Confirmation Number _____ Tentative ESPM

No Comments _____

FACILITY RESERVATION REQUEST

FOR CURRENTLY RECOGNIZED STUDENT CLUBS/ORGANIZATIONS
AND ON-CAMPUS DEPARTMENTS

All students submitting a Facility Reservation Request Form **must have attended a Blueprints workshop**. Faculty/Staff are not required to attend Blueprints. Please submit all facility reservation requests a minimum of **five (5) business days** and a maximum of **12 months** in advance.

For major events such as dances, concerts, cultural shows, stepshows, carnivals, etc., complete the **Special Event Request form**. If you are not certain if your event requires this form, please ask the SORC staff.

Please read all instructions carefully to determine which section(s) are required to complete.

Name of Organization/Department: _____
(Do Not Abbreviate)

Name of Event: _____

Date(s) of Event: _____
(Indicate the day of the week)

Time of Event: _____
(Include set up and break down time)

NAME OF PERSON SUBMITTING REQUEST / CONTACT PERSON

Name: _____

Specific Title/Position in Organization: _____

Phone Number: _____ CSU E-mail Address: _____

EVENT DETAILS: DESCRIBE THE PURPOSE OF YOUR EVENT AND THE ACTIVITIES THAT ARE PLANNED

Include details such as use of amplified sound, any displays, performances, vendors, expected attendance, vehicles requiring escort onto campus, etc.

TYPE OF EVENT: Check all sections that apply. Complete the indicated sections, and review and initial appropriate guidelines.

Non Food/Beverage Event: *Complete Section 1*

Food/Beverage Distribution/Sale Event: *Review and complete Sections 2, 4, 5 and 8*

Event with Amplified Sound: *Review and complete Sections 3*

Vendor Event: *Review Sections 6*

Fundraiser Event: *Review Sections 7*

Other: _____

SECTION 1: NON FOOD/BEVERAGE LOCATION(S) REQUESTED

Titan Walk Way: *Table # Requested* _____ Titan Walk Quad Jacaranda Court

Central Quad Quad NE Corner Quad NW Corner Quad SE Corner Quad SW Corner

Engineering and Computer Science (ECS) Lawn Titan Walk Lawn

Building Walkway: _____

Building Breezeway and/or Patio: _____

SGMH courtyard: *Table # Requested* _____

Sports Fields: E RecField W RecField Titan Track Titan Gym KHS Gym Softball Field Tennis Court

Classroom(s) UH MH KHS ECS EC SGMH LH H Capacity _____

Other _____

SECTION 2: FOOD/BEVERAGE LOCATION(S) REQUESTED

COLD FOOD/BEVERAGE LOCATION REQUESTED (*e.g. bake sale*)

EC Southwest Main Entrance Titan Walk Bake UH Quad Humanities West Patio

Engineering Quad Titan Walk Table EC Quad

HOT FOOD LOCATION REQUESTED (*e.g. BBQ*)

Central Quad ECS Lawn Sports Fields

SECTION 3: AMPLIFIED SOUND / EQUIPMENT GUIDELINES (*CHECK APPROPRIATE BOX*)

Amplified sound will be provided by the University Conference Center.

- Audio equipment (technician, microphone, speakers, etc.) for amplified sound **MUST** be reserved from the University Conference Center, TSU-121 at least **2 weeks** prior to the event. The cost for a technician is \$11.00 per hour. Cost is subject to change.

Amplified sound will be provided by the organization/department, **NOT** by the University Conference Center.

- Amplified sound that is provided by the organization/department still requires having a technician monitor sound level.
- Amplified sound is permitted from 12:00pm – 1:00pm **ONLY**. Restricted to the Central Quad
- Tables/Chairs can be checked out free of charge from the TSU Information Desk with a student ID and the club's AS account number.

SECTION 4: REQUIRED FOR FOOD/BEVERAGE DISTRIBUTION:

Has the person submitting this request attended Food Handling Training? YES NO

What food(s)/beverages will be served? _____

Where will the food(s)/beverages be obtained? _____

Where will the food(s)/beverages be prepared? _____

How will the food(s)/beverages be prepared? _____

How will the food(s)/beverages be stored after cooking and served? _____

What type of food/beverage protection equipment will you be using to ensure potential hazardous foods are kept hot or cold during holding time? _____

To be completed by Environmental Health & Instructional Safety (*Signature not required for sale of baked goods*)

Attendance to Food Handling Training Required: Yes No Additional Documentation Required: Yes No

Signature: _____ **Date:** _____

Environmental Health & Instructional Safety · (657) 278-2124 · T-1400

SECTION 5: FOOD & VENDING

Signature: _____ **Date:** _____

Food and Vending · (657) 278-7293 · TSU – 121

SECTION 6: VENDOR GUIDELINES

Food and non-food vendors must submit the following documents **2 weeks** prior to the event:

- A Certificate of Liability Insurance with endorsement
- Copy of Business License
- Proof of Worker's Compensation Coverage

Refer to "Vendor Guidelines" handout for additional information (*can be obtained at the SORC*).

I have read and understand these guidelines **INIT**

SECTION 7: FUNDRAISING GUIDELINES

- Section 19731 of the Government Code prohibits the use of State University facilities for fundraising for political purposes. The use of State University facilities for personal financial gain is also prohibited.
- Funds raised must be used for University related purposes consistent with the approved mission of the organization and objectives of the fundraising event. (*President's Directive 6*)
- All funds collected in the name of the student organization must be deposited in an ASI account the day following the fundraising event. The University does not recognize off-campus bank accounts for student organizations at CSUF. (*President's Directive 6*)
- University policy requires organizations engaging in on-campus fundraising activities to submit an **Income and Expense Report** listing revenues and expenditures by item. This form must be submitted to the Student Organization Resource Center within five (5) business days after each fundraising activity. (*President's Directive 6*)
- Activities that include drawings or raffles must comply with existing university policy. Refer to *Lotteries, Raffles and Free Drawing* handout located at the SORC.

I have read and understand these guidelines **INIT**