



Hartnell College Activity Petition Form

IMPORTANT NOTE: This form must be submitted with a “Facilities Booking Application” and “Facilities Technical Checklist (if applicable)” forms.

Must be completed and submitted to the OSL at least **TWO WEEKS PRIOR TO THE EVENT**.

EVENT: _____ TODAY'S DATE: _____

DATE OF EVENT: _____ START TIME: _____ END TIME: _____

CLUB/ORGANIZATION SPONSORING EVENT: _____

LOCATION: _____

If admission is to be charged, or donations requested, what is the amount? \$ _____

Will food be provided during this event? [] Yes [] No

If yes, applicants **MUST** fill out the “Food Petition Form” below.

Will guests other than students and staff of Hartnell College be attending? [] Yes [] No

If yes, please notify OSL.

At least **two chaperones are required for after-hour activities** (after 5 pm) such as dances, concerts, dinners, etc., unless waived by the Vice President of Student Affairs and Athletics. Chaperones must be employees of the Hartnell Community College District.

CHAPERONES (Signatures required)

1 _____
Print Signature

2 _____
Print Signature

- Chaperones who sign up for the activity assume the responsibility of attending activity for its full duration. **At least one chaperon must be present during all decorating and cleaning.**
- If your event requires Campus Safety and Security, consult with OSL.

Club Advisor Signature

Date

Club Applicant Signature

Date

Office of Student Life Signature

Date

Food Petition Form

TYPE OF FOOD SALE: Free Food ☐ or Fundraiser ☐

DATE: _____ START TIME: _____ END TIME: _____

- Student activities that include food may **only** be catered by the Hartnell College Cafeteria.
- Food that is to be hand-made, may **only** be cooked in the Hartnell College Cafeteria.
- All food -- free or fundraising -- **must** be purchased through an **approved vendor**.
- **DRINKS only approved for after-hours, weekend, and special events.** Consult with OSL.

Type of food: _____

Vendor: _____ Vendor Contact: _____

Have arrangements been made with your vendor? ☐ Yes ☐ No

If cooking, **ServSafe Certified contact:** _____ Phone number: _____

If fundraising, or accepting donations, brief description of how food will be sold:

THIS FOOD SALE IS SUBJECT TO THE FOLLOWING REGULATIONS. VIOLATIONS OF ANY OF THESE REGULATIONS CAN BE JUSTIFICATION TO STOP THIS ACTIVITY.

1. All meats for food sales **MUST** be approved by the Food Service Manager.
2. The Food Services Manager **MUST** approve solicited donations. Perishable food items may not be solicited for donation from private individuals. Fresh fruit and vegetables can be an exception.
3. All perishable foods **MUST** be kept in refrigeration in the cafeteria prior to sale. If special equipment (i.e., warming trays, ice, etc.) is needed, prior arrangements must be made **2 weeks in advance**.
4. All cooked/baked goods and Meat items **MUST** be prepared under supervision of the Food Service Manager. These items CANNOT be prepared in individual's homes.
5. Baked goods **CANNOT** contain whipping cream or custard. All baked items must be individually wrapped. Whipped cream may be added at time of sale if kept under proper refrigeration.
6. Food servers **MUST** be in good health. Hands must be washed prior to serving food; they cannot have any open wounds or sores on hands. All food servers must wear latex gloves and hair nets while serving food.
7. All Food items **MUST** be kept under appropriate temperature, and follow the guidelines provided by the Food Service Manager.
8. The college shall at all times have complete supervision, direction, and control over all food sales.

I HAVE READ, UNDERSTAND, AND AGREE TO ALL FOREGOING CONDITIONS.

Club Advisor Signature

Date

Club Applicant Signature

Date

Office of Student Life Signature

Date