

Norco College Internal Events and Catering Procedures

Questions: Contact Facilities Administrative & Utilization Specialist, Sheri Cologgi 951-372-7089 or email:sheri.cologgi@norcollege.edu

Section 1:

1. **Before you start planning your event, check the Norco Events Calendar to make sure your event does not conflict with a currently scheduled event.**
2. Submit a room/space reservation through 25 Live, make sure you add your equipment (Resources) needs request at the same time for media equipment, tables, chairs, trash cans, canopies, etc.
3. Ensure the [Safety Procedure Request form](#) is complete and submit.
4. Once approved by Director of Facilities & VP of Business Services, event will be approved in 25Live. ***Please wait for Facilities approval before you continue with your planning.**
**If you have any questions regarding your event please contact Sheri Cologgi.
5. After Facilities approval, you will be asked to provide the requested event layout.

Interior events:

- a. Notice: 1-2 weeks for larger events and +2 days for smaller events. (*Excludes large events like NOMU, Commencement, etc.)
- b. We will need a diagram/sketch of the space, noting the desired layout of items supplied by Facilities.
- c. Provide and list of the items and quantities needed
- d. If there is food involved with the event, additional trashcans will be required.
- e. Provide the set-up and breakdown times along with the time frame for the event
- f. Any special needs.

Exterior events:

- g. Notice: 1-2 weeks for larger events (5-10 canopies) and +2 days for smaller events with 1-4 canopies. (*Excludes large events like NOMU, Commencement, etc.)
- h. We will need a diagram on the campus map or area sketch noting the desired layout of items supplied by Facilities.
- i. Provide and list of the items and quantities needed
- j. If there is food involved with the event, additional trashcans will be required.
- k. Provide the set-up and breakdown times along with the time frame for the event
- l. Any special needs.

Section 2:

Please note: The Corral has the first right of refusal to provide food for all Norco College approved events and The Corral needs to be used if food is going to be served to individuals. Refer to BP 5700 section VII

Food will be provided at your event by The Corral:

1. [Please complete Section 1.](#)
2. Requestor to use the catering request excel spreadsheet to produce a catering quote for the menu you are looking for and submit to FoodServices@norcollege.edu. (form has a drop down menu and it is linked to the Corral Catering Menu).
3. Upon review of your order, food services will confirm your order could be fulfilled by providing you with an “**E Number**”.
4. Requestor will check galaxy for budget availability and enter internal requisition in Galaxy.
5. Requestor will provide requisition number to Food Services to finalize catering order. Your order is not confirmed until Food Services receives a requisition number.
6. Please note: Your order must be received 72 hours in advance to allow for food preparation.
7. Submit a room/space reservation through [25 Live](#), make sure you add your equipment (resources) needs request at the same time for media equipment, tables, chairs, canopies, etc.
8. If the corral can't meet the group expectations, please e-mail Esmeralda.Abejar@norcollege.edu **Director, College Business Services**, to request approval to bring an outside vendor or to hold your food event outside of Norco College.

Outside vendor delivering food to Norco College:

After getting approval from the Director of Business Services, the college department coordinating the event will:

1. [Please Complete Section 1.](#)
2. Work with Purchasing to make sure the vendor is approved by the District and all needed documentation is on file.
3. Submit a room/space reservation through 25 Live, make sure you add your equipment (resources) needs request at the same time for media equipment, tables, chairs, canopies, etc.)
4. Enter a requisition to pay the outside vendor for the catering services provided.
5. In this case, vendor is delivering food and individuals will serve themselves i.e (box lunches, salads, etc.)

Food Trucks /Food Vendors on Campus:

Please note: your outside event needs to be approved by Business Services

After getting approval from Business Services, the college department coordinating the event will:

1. [Please Complete Section 1.](#)
2. Work with Purchasing to make sure the vendor is approved by the District and all needed documentation is on file.
3. Request the following documents from food vendor and submit to Food Services department:
 - Food handler Certificates

- General Liability, Worker's Comp and Automobile insurance. (Purchasing requirements). In some instances, vendor will submit a quote with terms and conditions, if this is the case, follow the A/C transmittal process asap to get the contract signed before the event takes place.
5. Submit a room/space reservation through 25 Live, make sure you add your equipment (resources) needs request at the same time for media equipment, tables, chairs, canopies, etc.)
 6. Facilities needs to make sure your event does not overlap with current scheduled events and available equipment requested can be provided before approving the request. (This is done in 25Live and using the Norco Event Calendar)
 4.
 - After facilities approves, proceed with entering a requisition to pay the food truck vendor.