

# Norco College Internal Events and Catering Procedures

## Section 1:

### ROOM/SPACE RESERVATION

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 request for equipment (Resources) needs at the same time for media equipment, tables, chairs, trash cans, canopies, etc, AND please include your layout in the request. Please wait for Facilities approval before you continue with your planning.
3. Once approved by Director of Facilities & VP of Business Services, event will be approved in 25Live.

### Interior (Inside 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 a 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 (Outside Events)

- a. Notice: 1-2 weeks for larger events with **5-10 canopies**, and +2 days for smaller events with **1-4 canopies**. (\*Excludes large events like NOMU, Commencement, etc.)
- b. We will need a diagram on the campus map or area sketch noting the desired layout of items supplied by Facilities.
- c. Provide a 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.

## Section 2:

### EVENT AND CATERING PROCEDURES

- All Food Requests utilizing College funds (fund 11, 12, ASNC) must follow the Event & Catering Procedures.
- The Corral has first right of refusal for all potential catering orders for ALL Norco College approved events.
- The Corral needs to be used if food is going to be served to individuals. ♣ Refer to BP 5700 section VII.
- If the corral can't meet the group expectations, Food Services will notify requestor in writing and in a timely manner that the requestor is approved to utilize an outside vendor.
- If request is cancelled less than 48 hours prior to the event, a 30% charge of total catering contract will be charged to the requestor.
- **For any special cultural events food request where the requestor wants to use an outside vendor:**
  - Request needs to be made in writing to food services at least 10 business days prior to the event.
  - Requestor must provide an itemized list (menu items, quantity, prices, and essential supplies/utensils).
  - Food Services will review price and ability to produce and notify requestor *within 3-5 business days*.
    - a) If approved to utilize an outside vendor **or**
    - b) Notify requestor that Food Services has the ability to provide the food for special cultural event.

The Corral will provide food at your event:

1. Please complete section 1 to confirm availability of the room/space where your event is taking place.
2. Requestor to use the catering request excel spreadsheet to produce a catering quote for the desired menu items and submit to [FoodServices@norcocollege.edu](mailto:FoodServices@norcocollege.edu). The form is located in the [NC Food Services Catering website](#) (catering request 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 that your order will be fulfilled by providing you with an "E Number".
4. Please note: your order must be received 72 hours in advance to allow for food preparation.
5. Requestor will submit an internal requisition in Galaxy after verifying budget availability. **(Upload Corral quote with E#).**
6. Requestor will provide requisition number to Food Services to ensure payment.

Outside vendor will deliver food to Norco College, upon previous approval from Food Services:

1. Please complete section 1 to confirm availability of the room/space where your event is taking place.
2. Work with Purchasing to make sure the vendor is approved by the District and all needed documentation is on file.
3. Enter a requisition to pay the outside vendor for the catering services provided. **(Upload vendor quote and approval from food services).**
4. In this case, vendor is delivering food and event attendees will serve themselves i.e (box lunches, salads, etc.) Please note: **For liability purposes, all vendors providing services to the college need to have a Certificate of Insurance on file.**
5. Submit signed invoice to [Accountspayable@rccd.edu](mailto:Accountspayable@rccd.edu) via adobe sign, include the PO number.

Food Trucks /Food Vendors on Campus will provide food at your event upon previous approval from Food Services:

1. Please complete section 1 to confirm availability of the room/space where your event is taking place.
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:
  - a. Food handler Certificates-**Required.**
  - b. General Liability, Worker's Comp and Automobile insurance- **Required.**
  - c. 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.
4. Proceed with entering a requisition in Galaxy to pay the food truck vendor. **(Upload vendor quote and approval from business services)**
5. Submit signed invoice to [Accountspayable@rccd.edu](mailto:Accountspayable@rccd.edu) via adobe sign, include the PO number.

For questions about room/space reservations please contact: Sheri Cologgi, Facilities Administrative & Utilization Specialist at 951-372-7089 or via email at [sheri.cologgi@norcocollege.edu](mailto:sheri.cologgi@norcocollege.edu)

For questions about catering events please contact: Antonio Muniz, Assistant Food Services Manager at 951-372-7141 or via email at [antonio.muniz@norcocollege.edu](mailto:antonio.muniz@norcocollege.edu)