



HIGHLANDER UNION

FOOD TENT RESERVATIONS GUIDE



THIS STEP BY STEP GUIDE EXPLAINS HOW TO
SUCCESFULLY BOOK A BLUE TENT FOR
YOUR NEXT ON-CAMPUS FUNDRAISER

HELPFUL REMINDERS:

FOOD TENT FUNDRAISERS ARE ONLY AVAILABLE TO
ON-CAMPUS **STUDENT ORGANIZATIONS***

FUNDRAISERS ARE HELD ON **TUESDAYS &
WEDNESDAYS FROM 9AM-2PM (WEEKS 1-10)****

BLUE TENTS ARE AVAILABLE ON EMS
TUESDAYS @ 9AM
TWO WEEKS IN ADVANCE

THE HUB PROVIDES A CANOPY WITH
MESH WALLS, TWO TABLES, POWER AND A HOT
SINK. ANY **OTHER** EQUIPMENT MUST BE PROVIDED
BY THE **CLIENT**(INCLUDING HAIRNETS & GLOVES)

A VALID **EH&S** TEMPORARY FOOD PERMIT IS
REQUIRED & MUST BE PRESENT DURING SALE

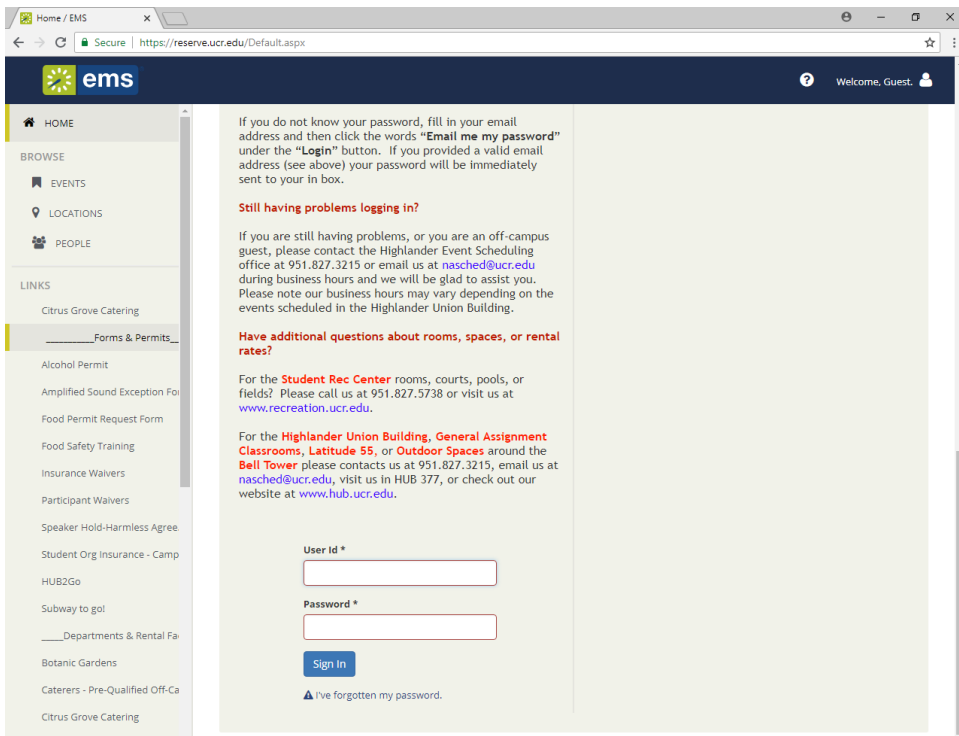
THE **HIGHLANDER UNION** RESERVES THE RIGHT TO
CANCEL TENT SALES AT ANYTIME*



*Student organizations are only allowed one tent per date; groups with multiple divisions may receive exception to this rule

** The Highlander Union reserves the right to cancel food sale tents, including on the day of sale, in the case of inclement weather. Inclement weather, includes but not limited to, rain, wind and/or lightning advisories. All food sale tents include access to power which put our customers at a high risk in severe weather. We will do our best to reschedule your food sale with what is available next if this does occur. Failure to complete the assigned requirements by the deadlines will also result in the cancellation of your reservation.

STEP ONE



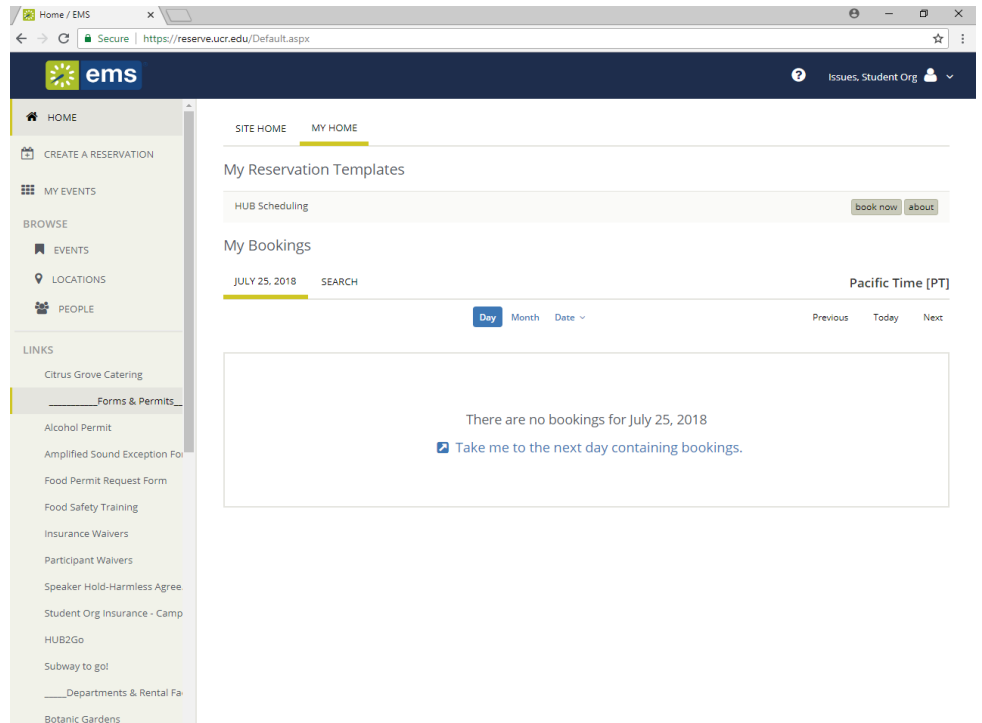
The screenshot shows the login page of the UCR EMS system. The browser address bar displays <https://reserve.ucr.edu/Default.aspx>. The page features a dark blue header with the 'ems' logo and a 'Welcome, Guest.' message. A left sidebar contains navigation links for HOME, BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS (Citrus Grove Catering, Forms & Permits, Alcohol Permit, etc.). The main content area includes instructions for password recovery, a 'Still having problems logging in?' section with contact information for the Student Rec Center and Highlander Union Building, and a login form with fields for 'User Id *' and 'Password *', a 'Sign In' button, and a link for 'I've forgotten my password.'

Visit <https://reserve.ucr.edu>

This will bring you to the reservation system's main page where you will use your UCR credentials to sign in

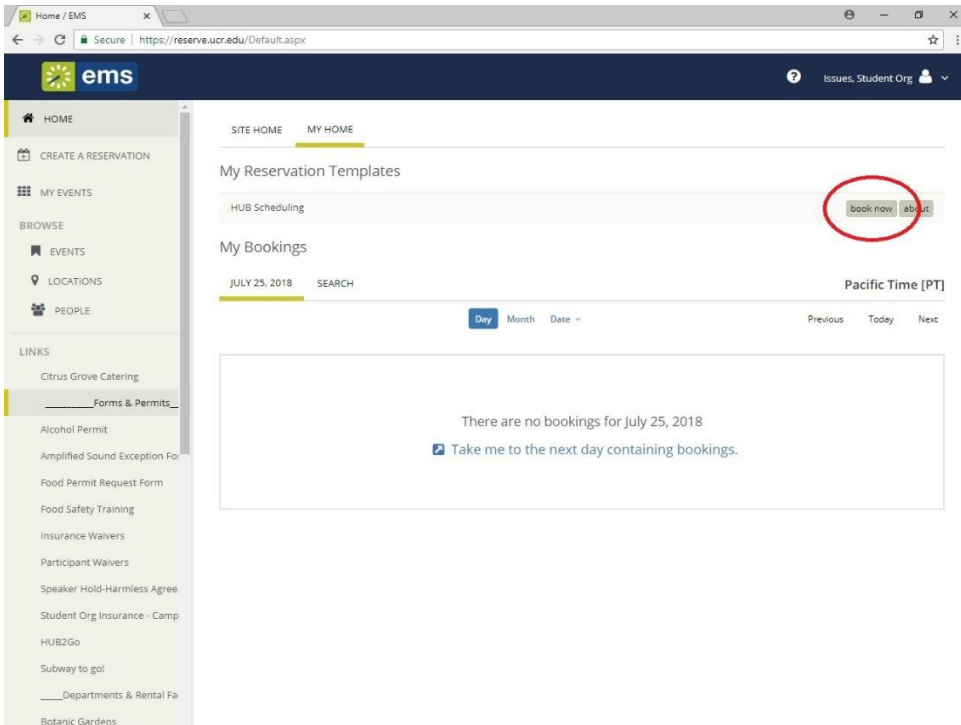
Follow the sign in instructions at the top of the page

Once you have successfully signed into the reservation system, you will see the UCR EMS home page



The screenshot shows the UCR EMS home page after a successful login. The browser address bar displays <https://reserve.ucr.edu/Default.aspx>. The page features a dark blue header with the 'ems' logo and a 'Issues, Student Org' dropdown menu. A left sidebar contains navigation links for HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS (Citrus Grove Catering, Forms & Permits, Alcohol Permit, etc.). The main content area includes tabs for 'SITE HOME' and 'MY HOME', a 'My Reservation Templates' section with a 'HUB Scheduling' card, a 'My Bookings' section for 'JULY 25, 2018', and a message stating 'There are no bookings for July 25, 2018' with a link to 'Take me to the next day containing bookings.'

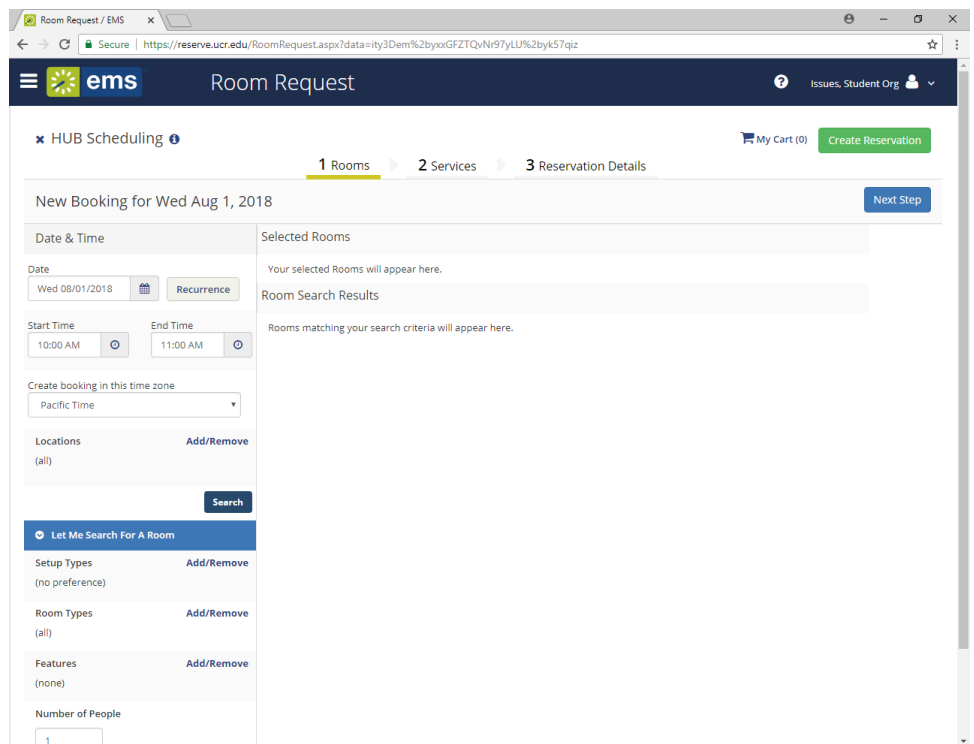
STEP TWO



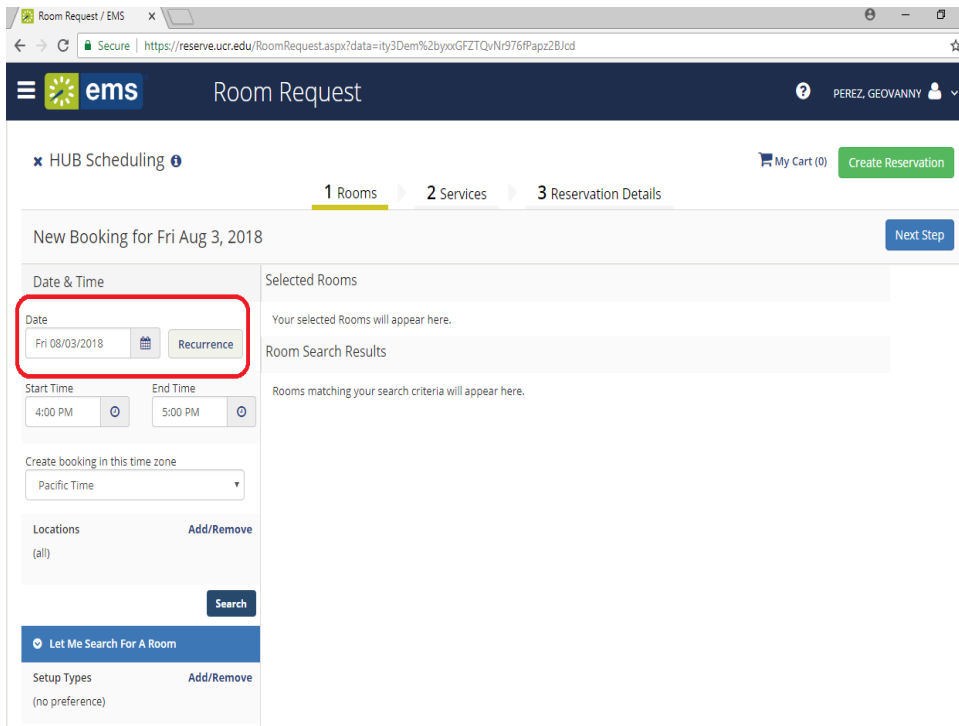
Find the *HUB SCHEDULING* bar and look for the button labeled **BOOK NOW**

Click on *book now* to begin your reservation

This will bring you to a new page where you will select your date, time and space for your reservation



STEP THREE



Room Request / EMS

Room Request

HUB Scheduling

1 Rooms 2 Services 3 Reservation Details

New Booking for Fri Aug 3, 2018

Date & Time

Date: Fri 08/03/2018 (Calendar icon) Recurrence

Start Time: 4:00 PM End Time: 5:00 PM

Create booking in this time zone: Pacific Time

Locations: (all) Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

On the left hand side bar, locate the field where you will enter your preferred fundraiser date

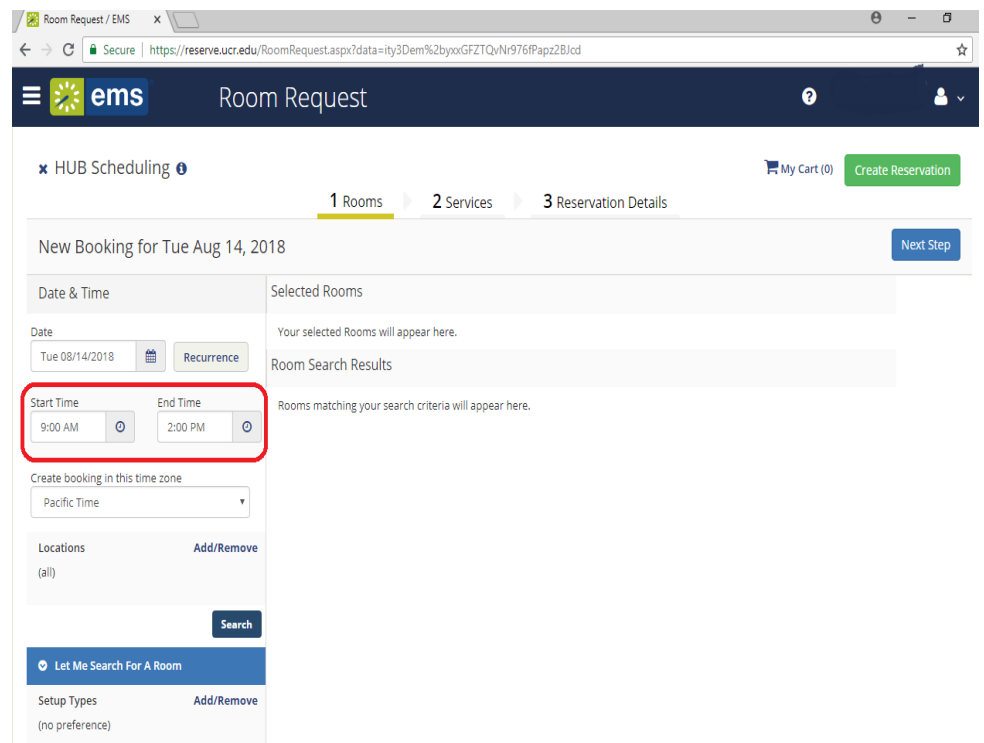
Click on the calendar icon to the right of the displayed date to select the correct date

STEP FOUR

Once you have the correct date selected (keep in mind blue tents are only available on certain days of the week), please proceed to specify the time below

Your start time should be *9:00 am* and your end time should be *2:00 pm*

Make sure that your time zone is set to *Pacific Time*



Room Request / EMS

Room Request

HUB Scheduling

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Aug 14, 2018

Date & Time

Date: Tue 08/14/2018 (Calendar icon) Recurrence

Start Time: 9:00 AM End Time: 2:00 PM

Create booking in this time zone: Pacific Time

Locations: (all) Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

STEP FIVE

Since you will be booking a specific space for your fundraiser, close the first bar labeled *Let Me Search For a Room* by clicking on the blue arrow in the white circle to the left of the text

When you close the first bar, a search bar will open right under, labeled *I Know What Room I Want*—use this search bar to bring up the specific spaces you need

Enter “food tent” in the search box and it will display all available blue tents for that date (look for a green check mark)

If there are no available tents, please select a different date and try again. If your date is not flexible at all, you may select a *Food Tent Waitlist* tent which will place your group on a first-come, first-serve waitlist; however, these tents are not guaranteed and will only become available to your group if one of the other eight food tents is cancelled.

The screenshot shows the 'Room Request' form in a web browser. The 'Date' is set to 'Tue 11/27/2018'. The 'Start Time' is '9:00 AM' and the 'End Time' is '10:00 AM'. The 'Create booking in this time zone' is set to 'Pacific Time'. The 'Locations' section shows '(all)'. The 'Search' button is visible. Below the search bar, there are two tabs: 'Let Me Search For A Room' and 'I Know What Room I Want'. The 'I Know What Room I Want' tab is selected, and it shows a search bar with 'food tent' entered. Below the search bar, there are four search results, each with a green checkmark and the text 'Food Tent 1 (Request) - Highlander Union Food Sales - PT', 'Food Tent 2 (Request) - Highlander Union Food Sales - PT', 'Food Tent 3 (Request) - Highlander Union Food Sales - PT', and 'Food Tent 4 (Request) - Highlander Union Food Sales - PT'.

The screenshot shows the 'Room Request' form with a modal window titled 'Attendance & Setup Type' open. The modal contains the following fields: 'No. of Attendees *' with a value of '4', and 'Setup Type *' with a dropdown menu showing 'As-Is (No Set Up Req)'. There are 'Add Room' and 'Cancel' buttons at the bottom of the modal. The background shows the 'Room Request' form with the 'Date' set to 'Tue 11/27/2018' and the 'Start Time' set to '9:00 AM'. The 'Search' button is visible. Below the search bar, there are two tabs: 'Let Me Search For A Room' and 'I Know What Room I Want'.

Once you select an available food tent, a new page will pop up requesting your attendance and setup type

Up to six members may assist with the fundraiser

You may leave the setup type “As-Is”

Please see the beginning of this guide to verify which equipment is provided by the Highlander Union

After you have entered your attendance and setup, you will notice a temporary blue bar pop up, *Booking Added!*, stating your tent has been selected

You should see the tent you selected under *Selected Rooms* towards the top of the page

The screenshot shows the 'Room Request' interface with a blue notification bar at the top stating 'Booking added!'. Below this, the 'Selected Rooms' section displays 'Food Tent 1'. A blue arrow points from the notification bar to the 'Selected Rooms' section. The interface includes tabs for '1 Rooms', '2 Services', and '3 Reservation Details'. The 'Date & Time' section shows the date 'Tue 11/27/2018' and time '9:00 AM' to '10:00 AM'. The 'Room Search Results' section is currently empty, showing 'Rooms matching your search criteria will appear here.'

The screenshot shows the 'Services For Your Reservation' section, which is crossed out with a large red X. This section includes 'HUB Additional Services', 'HUB Setup Notes', and 'HUB Setup Equipment'. The 'HUB Setup Equipment' table lists various items and their quantities. The 'Services Summary' section is also visible but empty. The interface includes tabs for '1 Rooms', '2 Services', and '3 Reservation Details'. The 'Date & Time' section shows the date 'Tue 11/27/2018' and time '9:00 AM' to '10:00 AM'. The 'Room Search Results' section is currently empty, showing 'Rooms matching your search criteria will appear here.'

Equipment	
2nd floor Podium	302 8' x 10' Pipe & Drape
367 Podium Only (AV Additional)	379 Podium Only (AV Additional)
5' Serpentine Catering Table	5' Serpentine Table Leg Linen
6' Catering Table	6' Catering Table Leg Linen

Now that you have your tent selected, it is time to enter your fundraiser details

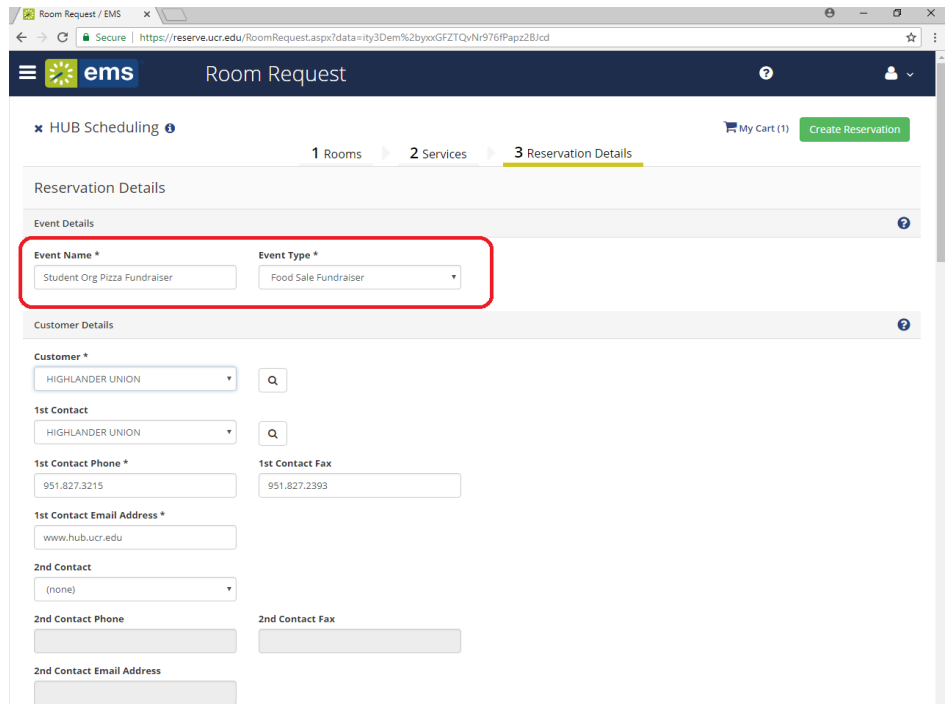
Please skip *Step 2 (Services)* and proceed to *Step 3 (Reservation Details)*

STEP SIX

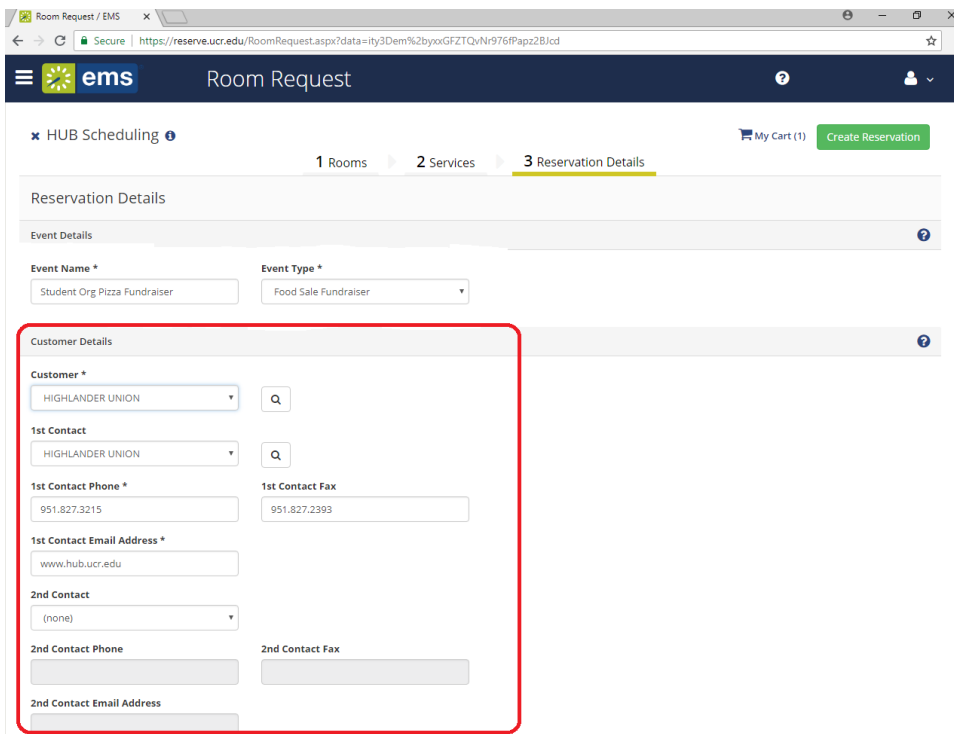
In *Step 3 (Reservation Details)*, you will enter your event name, event type, contact information and other event details

Note: Please try to include the food item you will be selling in your event name (i.e. Student Org's Pizza Fundraiser)

For your event type, please select *Food Sale Fundraiser*



STEP SEVEN



Under *Customer Details*, please select your organization's name under *Customer** by clicking on the magnifying glass icon to the right of the dropdown menu

If not already populated, please proceed to enter the two contacts responsible for your reservation

These contacts will be responsible for completing all requirements assigned by the Highlander Union so make sure the contact information is up to date.

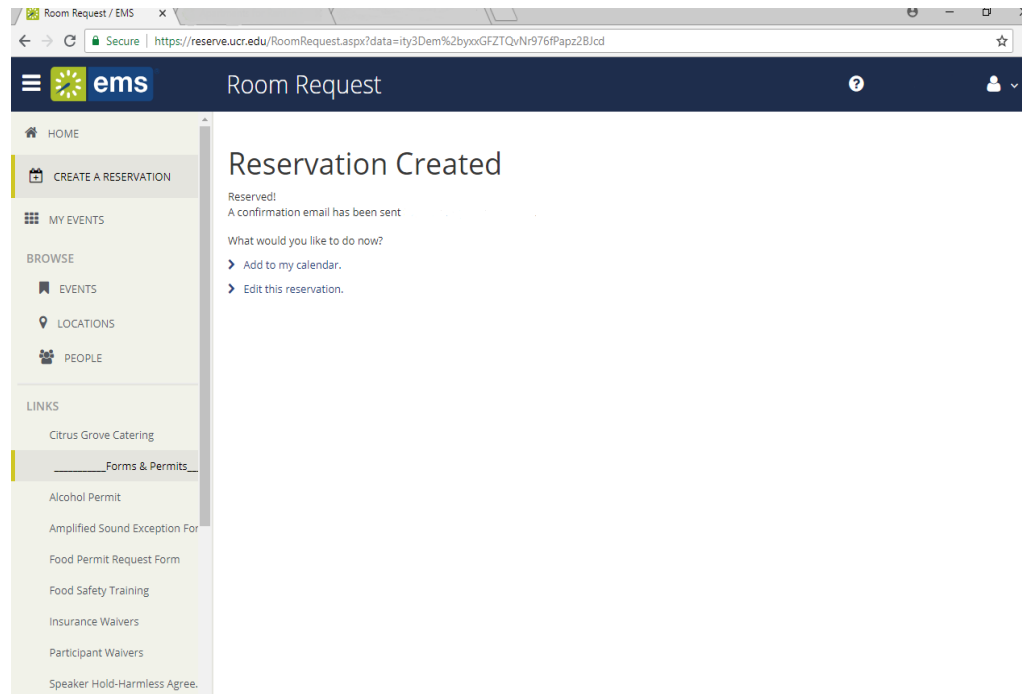
Proceed to answer the eighteen event questions in *Step 3 (Reservation Details)* and submit your reservation

YOUR RESERVATION IS COMPLETE

If you have successfully submitted your request, a new page will pop up stating your reservation was created

You will receive an email confirming the request was made but this is not an email confirming your sale—you will not receive a confirmation from our office until all requirements are met

Please confirm that your reservation request was successfully submitted prior to exiting the event management system. Due to the selection process for food sale tents, multiple organizations may end up requesting the same tent number, at the exact same time. If your organization receives a cancellation notice after submitting a request, please submit for a different food tent as your original request did not successfully submit into the reservation system



FOOD SAFETY

ONCE YOUR RESERVATION IS COMPLETE, YOU WILL
HAVE TO APPLY FOR A TEMPORARY FOOD PERMIT

ACCORDING TO THE EH&S WEBSITE:

“All UCR students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverage is distributed or sold to the public on campus. We regulate the food or beverage given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.”

TO OBTAIN A FOOD PERMIT, MEMBERS IN YOUR
GROUP, WHO WILL HANDLE THE FOOD, MUST
COMPLETE THE **FOOD SAFETY TRAINING**

ACCORDING TO THE EH&S WEBSITE, IF YOU ARE SERVING:

“Hot food: At least 3 people and everyone who is preparing or handling food must be trained.
Cold food: At least 2 people and everyone who is handling food must be trained”

EH&S FOOD SAFETY POLICIES SUBJECT TO
CALIFORNIA HEALTH & SAFETY CODE

For more information about Food Safety and to obtain a Temporary Food Permit please visit:
<https://ehs.ucr.edu/environmentalhealth/foodpermit.html>

PLEASE E-MAIL ANY QUESTIONS AND/OR CONCERNS
TO **HUBSCHEDULING@UCR.EDU**
OR GIVE US A CALL AT **(951)827-3215**
