



Highlander Union

Food Tent Reservations Guide





THIS STEP BY STEP GUIDE
EXPLAINS HOW TO SUCCESSFULLY 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 and gloves)

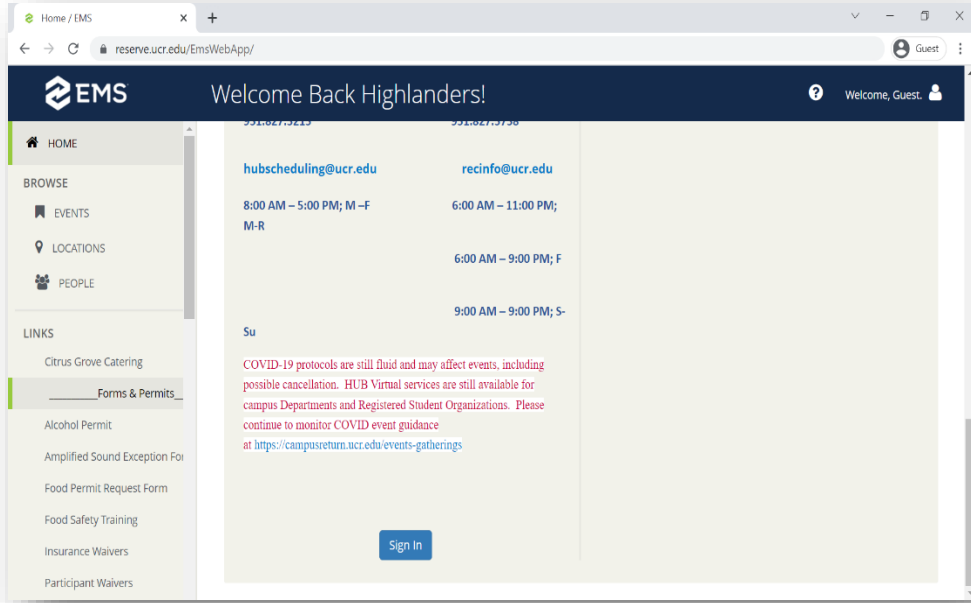
A valid EH&S **TEMPORARY FOOD PERMIT** is required & must be present during sale

The Highlander Union reserves the right to cancel tent sales at any time***

*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

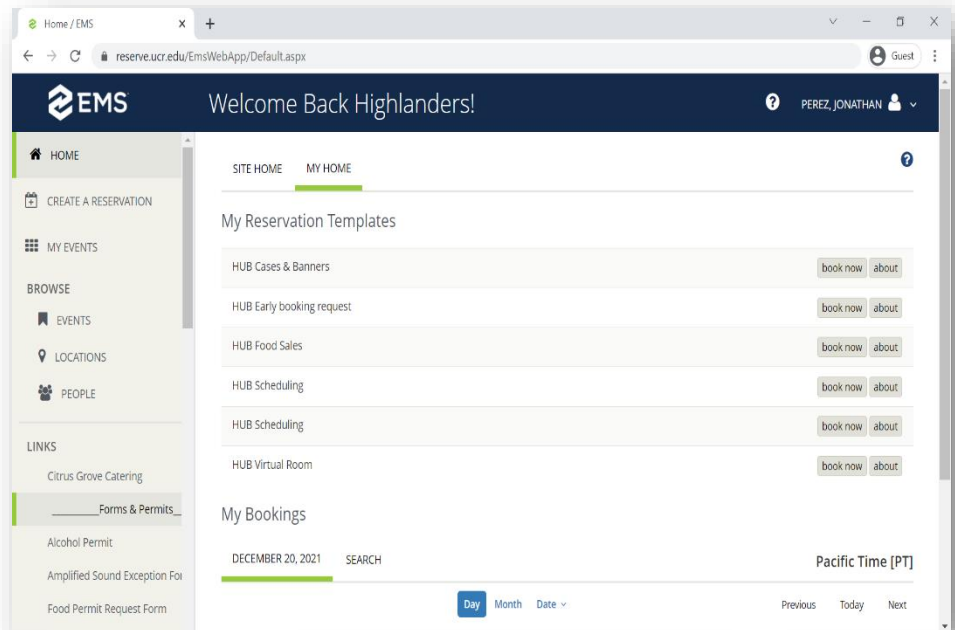


Visit <https://reserve.ucr.edu>

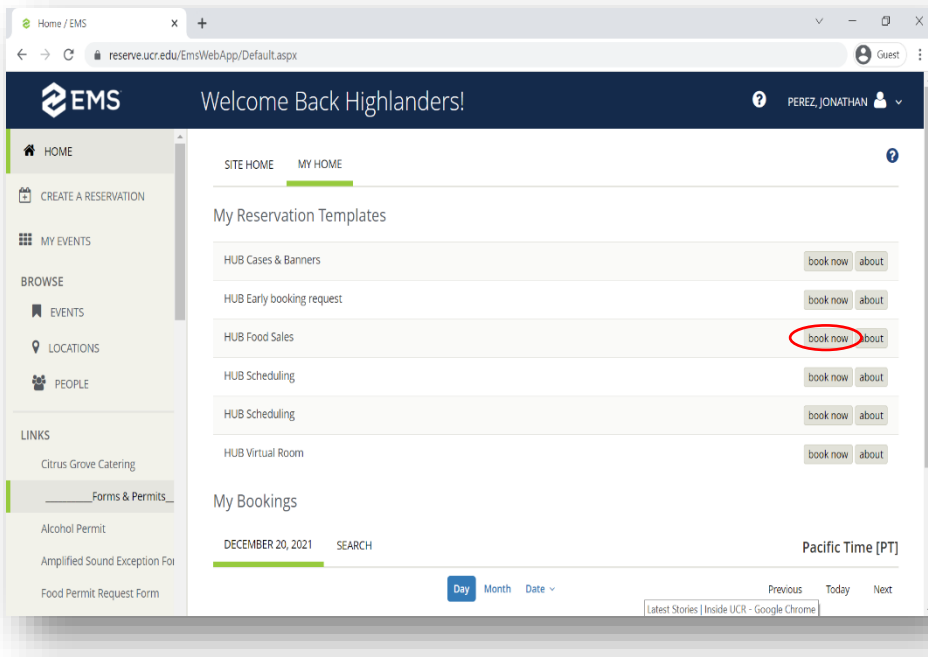
This will bring you to the reservation system's main page where you will use your UCR credentials to sign in

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



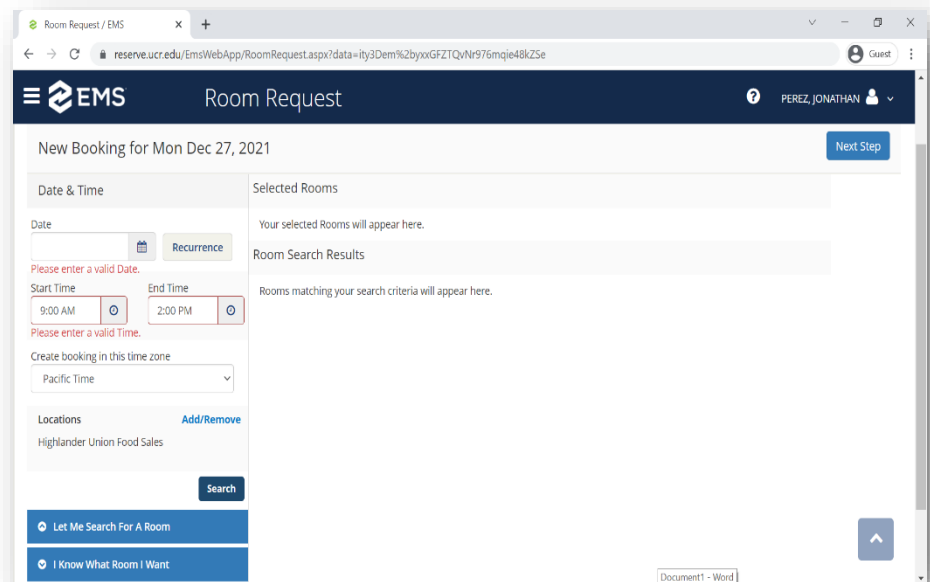
STEP TWO



Find the HUB FOOD SALES bar and look for the button labeled BOOK NOW

Click on “*book now*” to begin your reservation

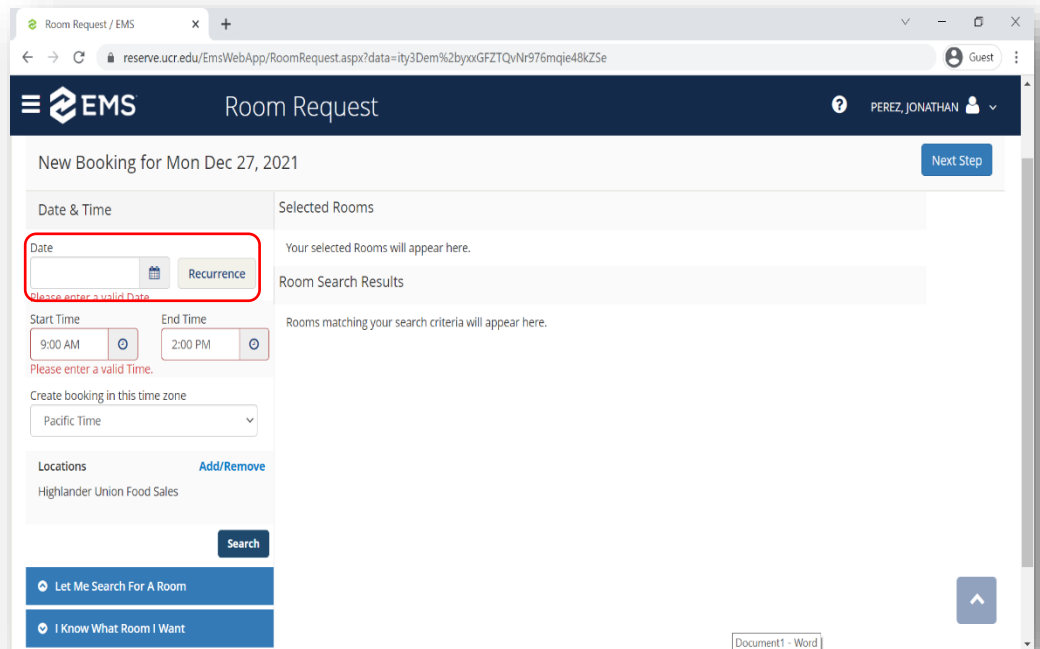
This will bring you to a new page where you will select your date, time and space for your reservation



STEP THREE

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

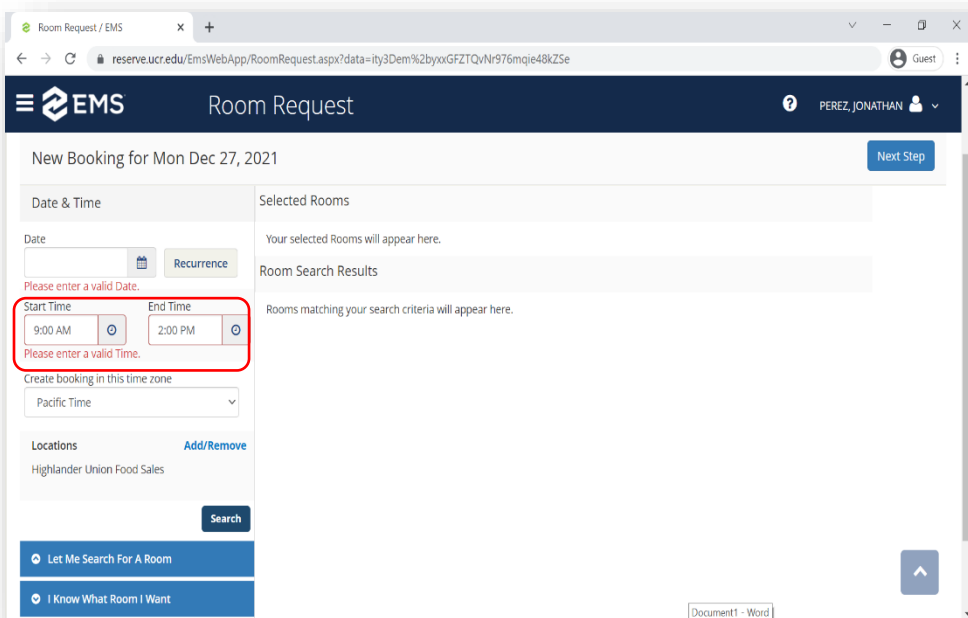


The screenshot shows the EMS Room Request web application. The page title is "Room Request" and the user is identified as "PEREZ, JONATHAN". The main heading is "New Booking for Mon Dec 27, 2021" with a "Next Step" button. The "Date & Time" section contains a "Date" field with a calendar icon and a "Recurrence" button. The "Date" field is highlighted with a red box. Below it, the "Start Time" is set to "9:00 AM" and the "End Time" is set to "2:00 PM". The "Locations" section shows "Highlander Union Food Sales" with an "Add/Remove" button. At the bottom, there are two radio buttons: "Let Me Search For A Room" (selected) and "I Know What Room I Want".

STEP FOUR

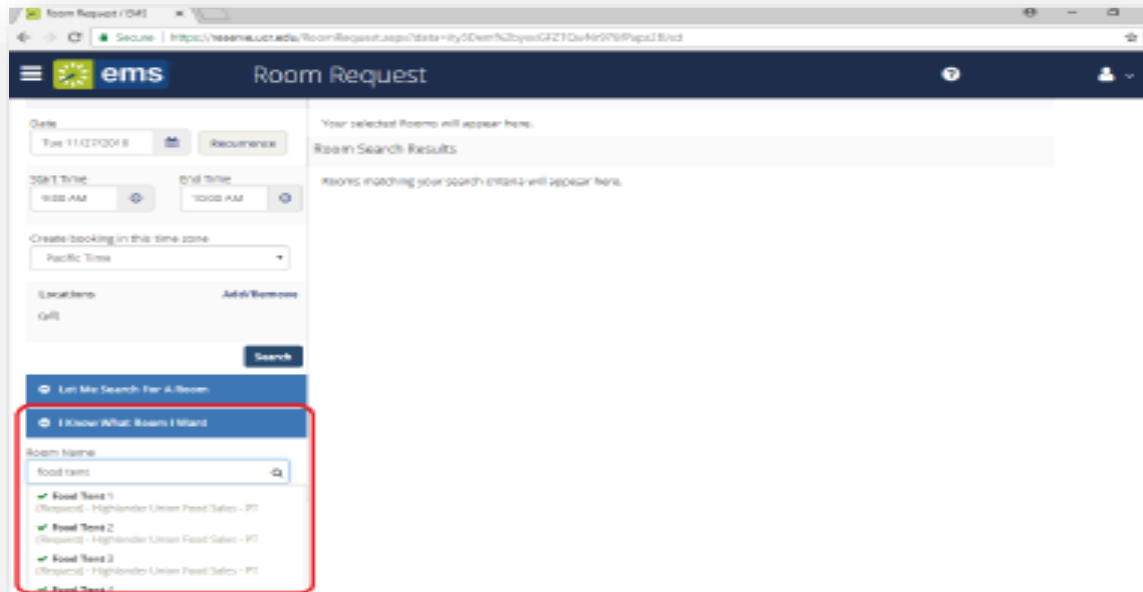
Once you have the correct date selected (keep in mind blue tents are only available on certain days of the week), please proceed to specify the time below

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



The screenshot shows the same EMS Room Request web application as in Step Three. The "Date" field is now filled with "Mon Dec 27, 2021". The "Start Time" field is highlighted with a red box and contains "9:00 AM". The "End Time" field is also highlighted with a red box and contains "2:00 PM". The "Locations" section remains "Highlander Union Food Sales". The "Let Me Search For A Room" radio button is still selected.

STEP FIVE

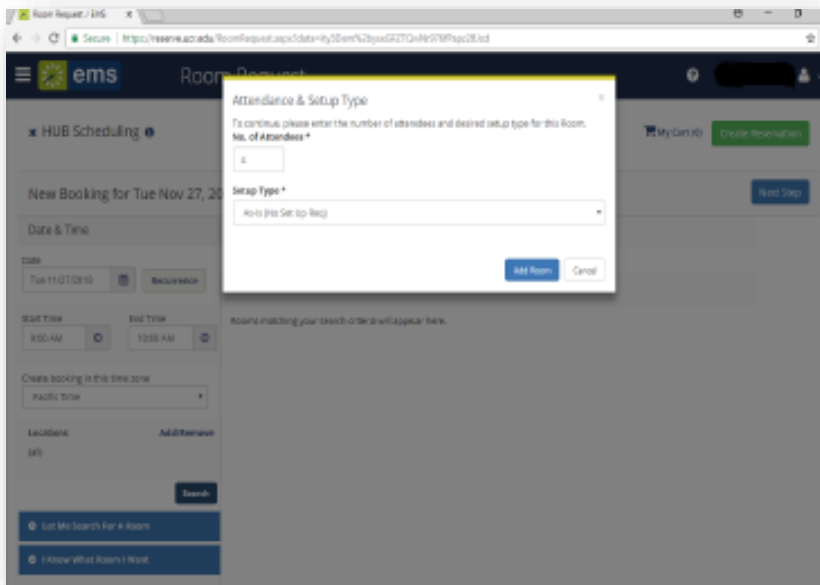


Since you will be booking a specific space for your fundraiser, close the first bar labeled *Let Me Search* for a Room by clicking on the blue arrow in the white circle to the left of the text

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



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

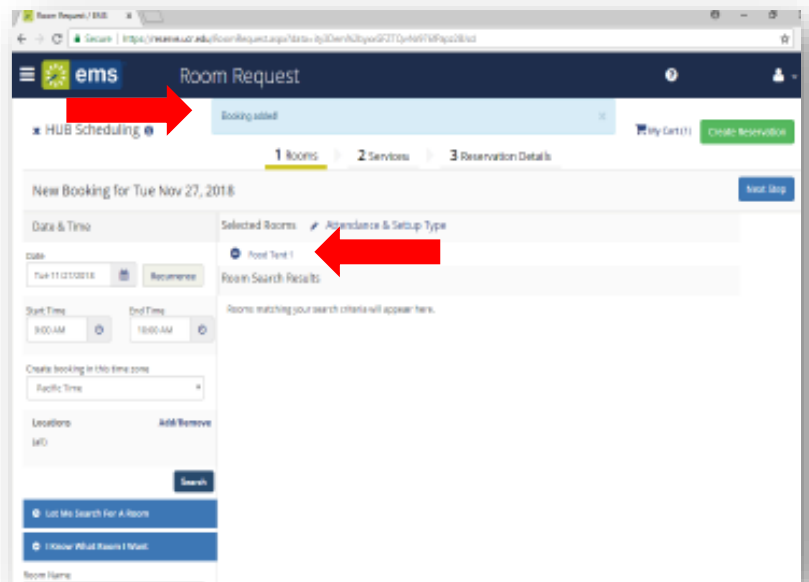
Up to six members may assist with the fundraiser

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

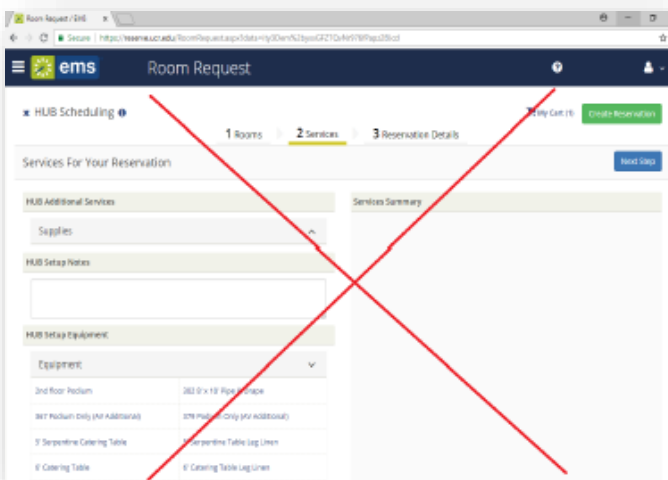
You should see the tent you selected under *Selected Rooms* towards the top of the page



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)

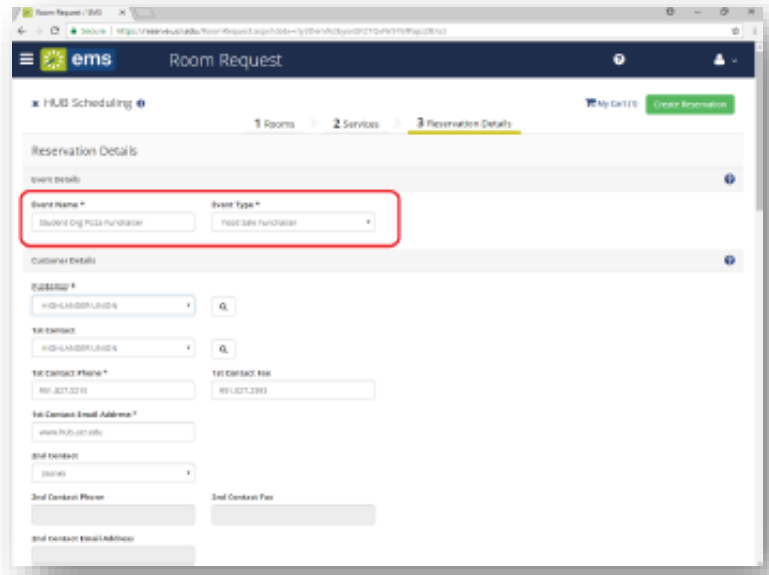


STEP SIX

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



The screenshot shows the 'Room Request' form in the 'Reservation Details' step. The 'Event Details' section is highlighted with a red box. It contains two dropdown menus: 'Event Name' with the value 'Student Org Pizza Fundraiser' and 'Event Type' with the value 'Food Sale Fundraiser'. Below this, the 'Customer Details' section is visible, including a 'Customer*' dropdown menu with a magnifying glass icon, and fields for '1st Contact', '1st Contact Phone', '1st Contact Email', '2nd Contact', '2nd Contact Phone', and '2nd Contact Email'.

STEP SEVEN

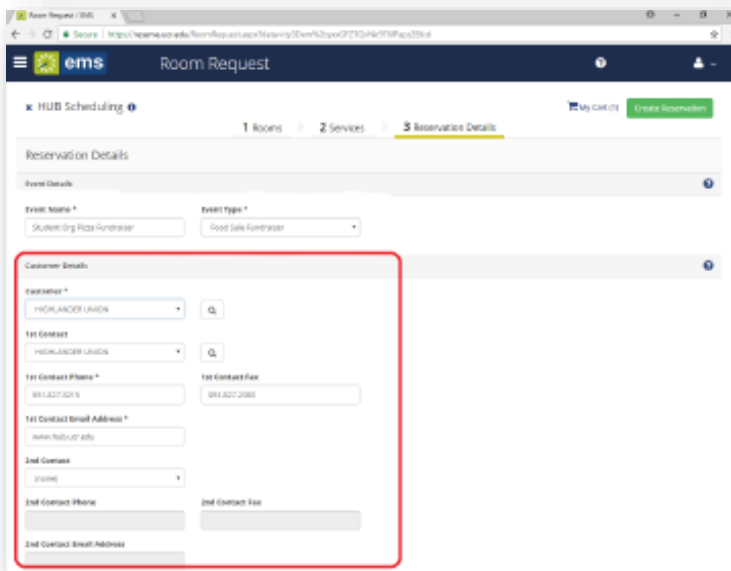
Under Customer Details, please select your organization's name under *Customer** by clicking on the magnifying glass icon to the right of the dropdown menu

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.

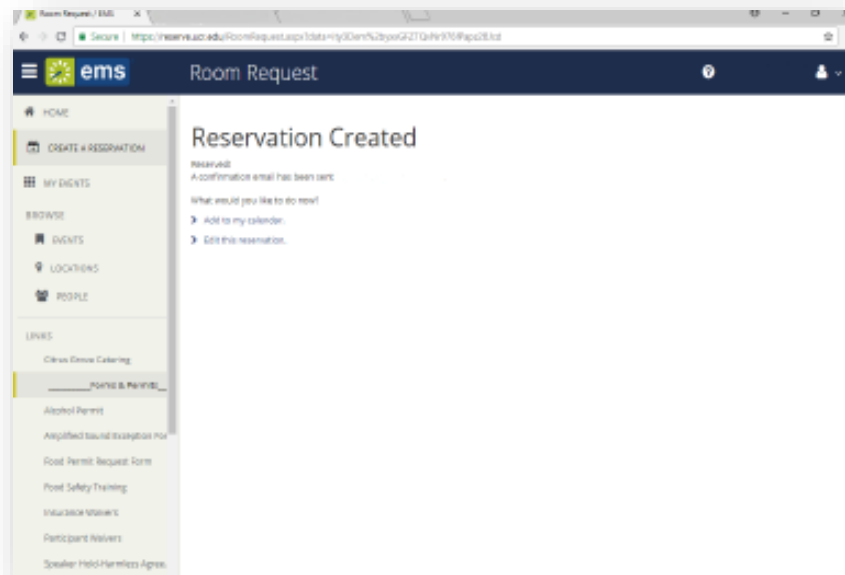
Proceed to answer the eighteen event questions in Step 3

(*Reservation Details*) and submit your reservation



The screenshot shows the 'Room Request' form in the 'Reservation Details' step. The 'Customer Details' section is highlighted with a red box. It contains a 'Customer*' dropdown menu with the value 'HIGHLANDER UNION' and a magnifying glass icon. Below this, there are fields for '1st Contact', '1st Contact Phone', '1st Contact Email', '2nd Contact', '2nd Contact Phone', and '2nd Contact Email'.

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 tent number 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 diseases, 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 procedures 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/food-permit>*

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