# 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 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

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HOME  BROWSE  EVENTS  CLOCATIONS  PEOPLE	S31-821-3738         S31-821-3738           hubscheduling@ucr.edu         recinfo@ucr.edu           8:00 AM – 5:00 PM; M – F         6:00 AM – 11:00 PM;           M-R         6:00 AM – 9:00 PM; F		
LINKS	9:00 AM – 9:00 PM; S- Su		
Citrus Grove Catering Forms & Permits Alcohol Permit Amplified Sound Exception For Food Permit Request Form Food Safety Training Insurance Waivers	COVID-19 protocols are still fluid and may affect events, including possible cancellation. HUB Virtual services are still available for campus Departments and Registered Student Organizations. Please continue to monitor COVID event guidance at https://campusreturn.ucr.edu/events-gatherings		
Participant Waivers			

#### 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

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MY EVENTS	HUB Cases & Banners	book now about
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	HUB Food Sales	book now about
PEOPLE	HUB Scheduling	book now about
IKS	HUB Scheduling	book now about
Citrus Grove Catering	HUB Virtual Room	book now about
Forms & Permits	My Bookings	
Alcohol Permit Amplified Sound Exception For	DECEMBER 20, 2021 SEARCH	Pacific Time [PT]
Food Permit Request Form	Day Month Date 🛩	Previous Today Next

## STEP TWO

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Alcohol Permit Amplified Sound Exception Fo	DECEMBER 20, 2021 SEARCH	Pacific Time [PT]
Food Permit Request Form	Day Month Date ~	Previous Today Next

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

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Room Request / EMS

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

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New Booking for Mon Dec 27, 2	021	Next Step
Date & Time	Selected Rooms	
Date	Your selected Rooms will appear here.	
Recurrence  Please enter a valid Date	Room Search Results	
Start Time     End Time       9:00 AM     O       Please enter a valid Time.       Create booking in this time zone       Pacific Time	Rooms matching your search criteria will appear here.	
Locations Add/Remove Highlander Union Food Sales		
Let Me Search For A Room		
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#### **STEP FOUR**

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Recurrence       Please enter a valid Date.       Start Time       9:00 AM       9:00 AM       Please enter a valid Time.       Create booking in this time zone       Pacific Time       Vacations       Add/Remove       Highlander Union Food Sales	Room Search Results Rooms matching your search criteria will appear here.	
Search  Let Me Search For A Room  I Know What Room I Want		Document 1 - Word

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

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

## STEP FIVE

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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 */ Know What Room / 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

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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, <i>Booking Added!,</i> stating your
tent has been selected

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

![](_page_7_Figure_7.jpeg)

![](_page_7_Figure_8.jpeg)

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

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#### **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

![](_page_9_Picture_1.jpeg)

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 organization ns 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 nt food tent as your original request did not successfully submit into the reservation system.

![](_page_9_Picture_5.jpeg)

#### 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