

### Facility Rental

- Events: Non-Food vendors
- **Facility request form required**
- Certificate of Insurance required
- Examples: All space usage outside of scheduled classes.

### Food Purchase for events and meetings

- **4410 Spend Category**
- May purchase using a **PO or Business Services Office or Authorized Pcard Holder**
- Authorized Pcard holders are Admin Assistants and Managers with no Admin Assistant
  - Food orders for Pickup and/ or Delivery
- **Food Request Form required**
  - Examples: Panera, Costco, Golden Bagel, Smart & Final, Pizza Delivery.
  - Smart & Final is a Purchase Order
  - Online Costco Orders are required to use District login and place order with a Pcard.



### Catering Services

- **5120 Spend Category**
- **Food Request Form required**
- **Professional Service Contract and Requisition is required.**
  - Health Permit and Certificate of Insurance Required
  - For all vendors who will prepare or serve food on District Property. Examples: Food Trucks, Taco Bars, Ice Cream Truck, staffed catered tables.
  - Automatic gratuities are required to be included in quotes. Additional tips are not authorized.
  - Deposits are limited to 50%
  - Final payment is recommended to be paid by warrant to avoid surcharges. Check will be available day of the event from Accounting. A minimum of 5 business days is required to process a check after a contract is signed.



**\*Preparing food outside of a contract or a culinary classroom for consumption is prohibited\***

### High School Student Events

- Partnership Programs: Outside District Certificate of Insurance required is required. When minors are accompanied by partnering District, that District is solely responsible for their minors.
- <https://www.gcccd.edu/purchasing-contracts/gcccd-employee-information/policy-and-procedure.php>
- **Facility Use Request form is required**

### Athletic Meals and Recruitment

- The California Community College Athletic Association (CCCCAA) permits meal purchases for recruiting. Section 2.5 (A) (6) of the 2024-25 BYLAWS states:
- “The following are allowable activities for recruiting students from within the state of California.



- 6. Arranging or providing for a meal or meals during a campus visit.”
- Note: The CCCAA interprets this provision to mean only meals on campus are allowed. **Meals off campus at a restaurant or someone’s house are prohibited.**
- Only non-public funds may be used by the college to expense meals, which includes “trust” fund dollars (Fund 79). Providing meals or other inducements to athletes for recruitment using public funds is unlawful and carries a \$10K penalty. The distinction between public and non-public funds is critical to the legality of the practice.