



**To All 4-H Clubs and Projects:**

Please review the new booking policy below. If you have any questions or concerns feel free to contact us at the 4-H Foundation office (707-584-9284).

**4-H Club and Projects Booking Policy**

**A. Dates can be reserved one year in advance from actual date.**

- For example, on Nov 14<sup>th</sup>, 2012, you may reserve all the way up until Nov 14<sup>th</sup>, 2013.

\*If there is an incidence where a rental and a club turn in the same date, at the same time, the club will receive priority. We will make every effort to save future dates that are re-occurring for a specific group or club, but we cannot make guarantees if those dates have not been reserved.

\*Please be considerate of rental bookings, understanding that their bookings are paying for the costs to upkeep the 4-H Center, so that clubs and projects don't have to.

**B. Please allow two weeks for cancelation notice.**

- Please be courteous to other groups by canceling enough time in advance so other groups may have use of the facility. We do understand that exceptions apply.

**C. Holding multiple dates, for a single event will only be held for up to 6 months prior to event.**

- For example, a group is not sure which date in July would be best for their event, so they hold the 7<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup>. In February, the final date must be set or the dates will no longer be held.

**D. All community leader key holders must meet with the 4-H Center's Facilities Manager (Amber Nunley) for a 10-minute run through on the 4-H Center's Orientation and Expectations.**

- Appointments must be made to meet with Amber by Dec 31<sup>st</sup>, 2012. Feel free to make appointment 10 minutes before a club meeting at the Center. We will be flexible, and attempt to work with your schedules.

Thank you for understanding our efforts to make the 4-H Center the best it can be. We strive to make it an easy, expense-free facility that clubs and projects can utilize.