



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 14th, 2012, you may reserve all the way up until Nov 14th, 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 7th, 14th, and 21st. 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 31st, 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.