



FACILITY USE REQUEST

4-H Club / County Event

Allow a minimum of 10 to 14 days for processing of additional dates and times for existing insurance agreements. -- New agreements may take longer

Event Title: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Club/Program name: _____ Event Contact Person: _____

E-mail _____ *Phone: _____

*Do you want it published for event contact? Yes No

Facility Information

Some information has changed, please read!

Contact the facility you wish to use, set dates, determine cost and if they will require a Certificate of Insurance. Some facility may require a contract or an application to submit.

DO NOT SIGN CONTRACTS or APPLICATIONS!

If either is required, the contract or application is with the University of California Cooperative Extension Placer Nevada (UCCE Placer Nevada). It must be reviewed and signed by the County Director. If you sign a contract or application you are personally responsible, not the University

Submit contract with this form to the 4-H office

Facility Contract Information:

- The location does not require a contract or certificate of insurance.
- The location requires a contract, was mailed/faxed on (date) _____
- The location requires a certificate of insurance

Facility/Agency Name: _____

Physical Address: _____ City/Zip _____

Mailing Address (If different from physical): _____ City/Zip _____

Facility Contact Person name: _____

Facility Contact Phone: _____ Contact E-mail: _____

The following information is often required by the facility

Is event open to the public? _____ Will admission be charged? _____

Approximately how many adults are expected? _____ How many youth? _____

Room(s) Requested: (include kitchen if needed) _____

On-site equipment needed (chairs, tables, PA system, etc.): _____



Event Set-Up Time: _____ Event Departure Time: _____

Will the facility be setting equipment up? Yes No | If Yes, details: _____

Will you be serving food at the event? Yes No | If Yes, mark all that apply below:

Prepackaged Prepared in advance Prepared on site No Food

➤ If prepared on site, what are you serving: _____

Additional information about event

Registration/ Participation fee: _____

Will any fundraiser take place at this event? Yes No

- If yes, office approval is REQUIRED BEFORE advertising the event. Submit form 8.7 to the 4-H office.

Basic information: Activities, speakers, participants, topics, etc. (will be included in newsletter/website if applicable): _____

Is registration required: Yes No

- If Yes, when is it due and where should it be submitted: _____

If you provide the information, the 4-H Office can format the forms for you. Either way they will need to be submitted to the 4-H office for approval and required additions by the UCCE.

Do you want a registration form posted on the website for members to download? Yes No

For OFFICE Use ONLY

Account responsible for facility fees: _____
Submitted by: _____ Date: _____ Recv'd: _____