



Alameda County 4-H Program

Do you need a place to meet for free? 4-H Staff are making available meeting rooms in our Hayward office to 4-H Volunteers and Members. There are three rooms that can accommodate meetings from 10 to 100 people.

Room Description

Room Number	# of people	Chairs	Tables	Projector	Screen	Microphone	Food & Beverage
160	136	60 +	14+	Ceiling mount	*Drop down	Yes, on podium	No
174	10	10	1	No	No	No	Yes
176	30	18	8	Upon request	Upon request	No	Yes

*Requires program on laptop to control AV system

RESERVATION

a) Contact the 4-H Office for meeting room availability and questions.
cyfraser@ucanr.edu or 510-670-5639

b) Enter your meeting request at <http://ucanr.edu/4hlog>

Some info to complete the request:

- Host name for meetings held at the office is STAFF.
- 4-H Activity is "Organizing a 4-H activity open to other county 4-H members and/or the general public.
- Contact information is for the person making the reservation.
- Facility has been used before, no certificate of insurance needed, no contract

CONFIRMATION depends on:

- 4-H Staff availability. Current Alameda County procedures requires a UCCE Alameda employee be present when using a room at the Alameda building.
- Times/Days requested. Availability is limited to Tuesdays, Wednesdays and Thursday evenings and occasional weekends.
- Type of meeting. Priority is given to Alameda Council Meetings, Countywide meetings and small county events.

Parking Fee

- Monday-Friday, 8am-6pm, \$1.00 per hour.
- After 6:00 pm and all day on weekends, parking is free.
- \$4 Parking all day available at the Alco Parking Garage across Amador Street



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