



# FACILITY USE REQUEST FORM

## FOR ALL GLENN COUNTY 4-H ACTIVITIES, CLUB AND PROJECT MEETINGS, & EVENTS

Please complete this form for all 4-H activities, club and project meetings, and events, and return it to the UCCE Office a minimum of 30 days before your proposed event date. If the facility requests to be named as additional insured or requires an endorsement, a certificate of insurance may take over 30 days to acquire from the University. If the proposed facility does not require a Facility Use Agreement, we will complete the basic UC agreement so all 4-H activities and events have a clear understanding of who would be responsible if an incident occurs. The best practice for monthly 4-H project meetings, or more than 2-3 meetings held at a project leader's home, is to complete the UC Liability Agreement with proof of insurance. Only delegated persons of the UCCE Office are authorized to sign agreements or attachments or agree to any liability on behalf of the University. Agreements should not be in the name of the 4-H club as those are not legal entities. The program staff person or a volunteer may be listed as a point of contact. For more information, visit: <https://ucanr.edu/sites/risk/files/351533.pdf>.

### CLUB/GROUP CONTACT INFORMATION

Name of Club/Group	Type of Activity/Meeting/Event	Today's Date
Name of Contact	Contact Email Address	Contact Phone Number

### FACILITY/AGENCY CONTACT INFORMATION (Please use a new form for each facility and type of event requested)

Name of Facility/Agency	Name of Contact at Facility/Agency	Phone Number
Address of Facility/Agency	City	Zip
		Facility/Agency or Facility Contact Email Address
Approximately how many people are expected?	Room(s) Requested (include kitchen/specialty facility locations if needed)	
On-site Equipment Needed (chairs, tables, PA system, electrical access, etc.)	Will the facility setup or Club/Group setup?	

DATES	TIMES – Event Start & End Time	Setup & Cleanup Time	EVENT - Event Description or Event Title (Example: County-wide Events, Fundraisers, Events at City Parks, Club Meetings, Project Meetings, Committee Meetings, Meetings hosted at Glenn County Fairgrounds, Club Year-End Pool Parties, etc.)

Forms can be mailed, or hand-delivered to the UCCE Office, or emailed to [ljeddy@ucanr.edu](mailto:ljeddy@ucanr.edu). For questions regarding facility use, or items needed for a contract or agreement, contact Lea Eddy at (530)865-1155. Once completed contracts are finalized and signed by all parties, they will be emailed to requesting contact and Club Key Leader and/or Adult Volunteer Committee Chair.