



COOPERATIVE EXTENSION • PLACER & NEVADA COUNTIES

PLACER: 11477 E Avenue • Auburn, CA 95603

Tel: (530) 889-7385

Fax: (530) 889-7397

E-Mail: ceplacer@ucdavis.edu

NEVADA: 255 So. Auburn Street • Grass Valley, CA 95945

Tel: (530) 273-4563

Fax: (530) 273-4769

E-Mail: cenevada@ucdavis.edu

WEB SITE: ceplacervevada.ucdavis.edu

FACILITIES USE REQUEST FORM

- Allow 10 to 14 days for processing of additional dates and times for existing insurance agreements. New agreements may take longer.
- If applicable, please attach a copy of the contract (it must be reviewed and signed by the County Director.) Send all information to **UC Cooperative Extension, 255 S Auburn St, Grass Valley, CA 95945.**
- See **reverse** for Frequently Asked Questions (FAQ's) about the Facilities Use Request Form.

CLUB/PROJECT NAME, EVENT OR PROGRAM NAME: _____

PERSON FILING FORM:

Name: _____

Address: _____

City/Zip: _____

Phone: (Day) _____ (Evening) _____

The use of the following facility is being requested by the above group for approved UC Cooperative Extension, Placer/Nevada Counties 4-H activities:

Facility/Agency Name: _____

Address: _____

City/Zip: _____

Contact Person: _____

Phone: (Day) _____ (Evening) _____

The facility will be used for the following events/activities on the following dates and times:

Name of Event (Attach separate sheet if necessary)	Day of the Week & Specific Date(s)	Room(s) Requested	Time (start, stop, set-up, clean-up)

FOR OFFICE USE ONLY:

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristic), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam-era veterans or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities or with respect to any of its employment policies, practices, or procedures. University Policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 1111 Franklin, 6th Floor, Oakland, CA 94607-5200; (510) 987-0096

FAQ's:

When do I need to complete the facilities use agreement?

Almost always, except when holding an event in your house or at a restaurant.
Some parks require a facilities use agreement.

How far in advance do I need to turn in the facilities use agreement form?

Please allow 10-14 days for processing. New agreements may take longer.
**You can contact the 4-H office if you have any questions by calling
(530) 889-7385.**

What do I do if the school or facility asks me to sign a contract?

Please do not sign any contracts. Only the County Director has the authority to sign contracts.