



## FACILITIES USE REQUEST (F1)

### 4-H Club or 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: \_\_\_\_\_