

## 4-H PROJECTS OR CLUB MEETINGS

### LOCATION

- List of Facilities
- Additional Forms needed – by Locations

### FURS

#### ONLINE:

- [Club or Project mtgs](#)

#### HARDCOPY-PRINTABLE:

- [Club or Project mtgs](#)

#### FILLABLE FORMS:

- [Club or Project mtgs](#)

## LOCATION

### 1) FACILITY AVAILABILITY:

- a. Contact facility to verify location is available for dates requested.
- b. See below [LIST of FACILITIES](#) currently holding a Certificate of Insurance with UC.

*For Placer County Veteran's Memorial Halls ONLY*  
Check their [online calendars](#) first, then proceed to the FUR section.

### 2) DOES THE FACILITY REQUIRE ADDITIONAL FORMS TO HOLD/RESERVE? (e.g.: contract/agreement/application).

**\*For liability reasons, only the 4-H County Director can sign on behalf of UC.**

**DO NOT SIGN any forms or contracts.**

- a. **If YES:** Please send forms – using either options below:
  - 1) E-mail: [placer4h@ucanr.edu](mailto:placer4h@ucanr.edu),
  - 2) Mail: 11477 E Ave, Auburn CA 95603 Att.: Placer County 4-H CES, or
  - 3) Upload docs when submitting the Online FUR form. (Option provided before submitting form)

For all 4-H projects, Meetings, and Events; ALL Club/Project Leaders MUST start by submitting a FACILITY USE REQUEST Form (FUR) PRIOR to the beginning of Project, meetings, or events.

Some locations often require us to provide documented evidence of UC's insurance coverage.

Those locations will either require a letter of proof of self-insurance, or a Certificate of Insurance naming them as an additional insured. If you are not sure call the 4-H office: 530-889-7386

## FUR - FACILITY USE REQUEST

### [Club/Project meetings \(multiple dates\)](#)

[On-Line survey](#) (electronic FUR) – Recommended.

**OR**

[Hard-copy](#) FUR (Printable) / [FILLABLE FUR \(PDF\)](#)

*An E-mail with a letter of Additional date(s) and Time(s) confirming request will be sent to club leader or Volunteer event coordinator once facility request has been confirmed.*

*At that time the event can move forward with the planning phase.*

# DOCUMENTS REQUIRED by LOCATION/FACILITY

<b>At Placer County Memorial Veterans Hall</b>
<ul style="list-style-type: none"><li>• FUR Facility Use Request form (Hard copy or On-line survey)</li></ul>
Once received, 4-H office will send out 2 county forms requesting signature from Club / Project leader:
<ul style="list-style-type: none"><li>• Vet Halls Rules and Regulations</li></ul>
<ul style="list-style-type: none"><li>• Vet Halls set-up/clean-up and Entry understanding form.</li></ul>
<b>At Placer County Libraries, County or City Parks</b>
<ul style="list-style-type: none"><li>• FUR Facility Use Request form (Hard copy or On-line survey)</li></ul>
<ul style="list-style-type: none"><li>• Library Application – Will be filled out by 4-H office staff.</li></ul>
<b>At School location</b>
<ul style="list-style-type: none"><li>• FUR Facility Use Request form (Hard copy or On-Line survey)</li></ul>
<ul style="list-style-type: none"><li>• School/District Agreement/Contract (If required by school)</li></ul>
<b>At Public location – Pizza parlor, restaurant, etc.</b>
<ul style="list-style-type: none"><li>• FUR Facility Use Request form (Hard copy or On-Line survey)</li></ul>
<b>At Club / Project Leader's home or private property.</b>
<ul style="list-style-type: none"><li>• FUR Facility Use Request form (Hard copy or On-Line survey)</li></ul>
Once received, 4-H office will send back an email to the Club/ Project leader (Homeowner) requesting the items outlined below:
<ul style="list-style-type: none"><li>• Attachment D (From UC Risk Management) – fill out and send back with signature</li></ul>
<ul style="list-style-type: none"><li>• Proof of Homeowner insurance coverage (Declaration page only)</li></ul>
Once 4-H office has received and processed the above, UC will send a Certificate of Insurance to provide UC's insurance coverage to the homeowner.
<b>At Fairs, Markets, Festivals (Booths and /or attendance)</b>
<ul style="list-style-type: none"><li>• FUR Facility Use Request form (Hard copy or On-Line survey)</li></ul>
<ul style="list-style-type: none"><li>• Applications and/or agreement from Fairs, Festivals, and/or Markets.</li></ul>

# LIST OF FACILITIES CURRENTLY HOLDING A CERTIFICATE OF INSURANCE

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Auburn Elementary School  
Auburn Equestrian Center  
Auburn Home Show  
Auburn Library  
Auburn Recreation District  
Auburn Union School District  
Auburn Veteran's Memorial Hall  
City of Rocklin  
City of Roseville  
Colfax Veteran's Hall  
Dry Creek Joint Elementary SD  
Eureka Union School District  
Far West Stables  
Farm Bureau  
Foresthill Memorial Veterans Hall  
Gold Country Fairgrounds - 20th District Agricultural Association  
Granite Bay Library  
Lincoln Rifle Club  
Lincoln Veterans Memorial Hall  
Long Valley Community Association  
Loomis Basin Horsemen's Association  
Loomis Basin Park - Community Parks  
Loomis Library  
Loomis Union SD  
Loomis Veterans Memorial Hall  
Meadow Vista Trails Arena  
Mt. Pleasant Hall  
Mt. Vernon Guild Hall  
Placer County (general file)  
Placer Union High School District  
Placer Valley Sports Complex @ The Grounds  
Roseville City School District  
Roseville Utility Exploration Center  
Roseville Veteran's memorial Hall  
Stewart Hall (Placer Co.)  
Western Placer Unified School District