

## 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 (see page 2&3)

## LOCATION

### 1) FACILITY AVAILABILITY:

- a. Contact facility to verify location is available for dates requested.
- b. See [LIST of FACILITIES](#) who currently have 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)

**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) See page 2 & 3

*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.*

**ALL Forms and Processes can be found on the Placer County 4-H website at: [ucanr.edu/sites/placercounty4h](http://ucanr.edu/sites/placercounty4h) - Resources tab - Forms.**

**FACILITY USE REQUEST**

**4-H Club & Project Meetings**

*Allow a minimum of 10 to 14 days for processing of additional dates and times for existing insurance agreements. -- New agreements may take longer*

Group name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

E-mail \_\_\_\_\_ Phone: \_\_\_\_\_

**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**

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: \_\_\_\_\_

**Meetings Schedule**

If meeting more than once in a month, enter ALL dates in that month.  
Keep in mind holidays and facility calendar

Project/ Meeting (Name & Description): \_\_\_\_\_

Month	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Day of week												
Date												
Time												

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Recv'd: \_\_\_\_\_

# DOCUMENTS REQUIRED by LOCATION/FACILITY

## At Placer County Memorial Veterans Hall

- FUR Facility Use Request form (Hard copy or On-line survey)

Once received, 4-H office will send out 2 county forms requesting signature from Club / Project leader:

- Vet Halls Rules and Regulations
- Vet Halls set-up/clean-up and Entry understanding form.

## At Placer County Libraries, County or City Parks

- FUR Facility Use Request form (Hard copy or On-line survey)
- Library Application – Will be filled out by 4-H office staff.

## At School location

- FUR Facility Use Request form (Hard copy or On-Line survey)
- School/District Agreement/Contract (If required by school)

## At Public location – Pizza parlor, restaurant, etc.

- FUR Facility Use Request form (Hard copy or On-Line survey)

## At Club / Project Leader's home or private property.

- FUR Facility Use Request form (Hard copy or On-Line survey)

Once received, 4-H office will send back an email to the Club/ Project leader (Homeowner) requesting the items outlined below:

- Attachment D (From UC Risk Management) – fill out and send back with signature
- Proof of Homeowner insurance coverage (Declaration page only)

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.

## At Fairs, Markets, Festivals (Booths and /or attendance)

- FUR Facility Use Request form (Hard copy or On-Line survey)
- Applications and/or agreement from Fairs, Festivals, and/or Markets.