

FACILITY REQUEST INFORMATION AND PROCESS

4-H Club Leaders and Project Leaders – Before you start any Club meetings, project meetings or events, **YOU MUST SUBMIT** a FACILITY USE REQUEST Form (FUR) to the 4-H office or 4-H CES.

TIMELINE

- Please allow a minimum of 10-14 days for the 4-H office to process your request. Days may vary depending on insurance coverage that may already be in place.
- Any request sent with missing information will be sent back for completion.

INSURANCE COVERAGE

- Insurance coverage from UC is required for most locations.
- Insurance coverage with some locations may already be in place. 4-H office will advise of status.
- AT-HOME locations will ALWAYS require a Certificate of insurance from UC.
 - The following additional paperwork will be needed to complete the request.
 - Attachment D,
 - Proof of homeowner Insurance coverage declaration page

FACILITY REQUEST – Additional documents

Some facilities require additional paperwork to secure a reservation.

- For liability reasons: contracts are between the University of California and the facility. If you sign a contract, you would be held personally responsible.
- DO NOT FILL OUT or SIGN any contracts or applications.
- Forward any such documents to the 4-H CES for completion and signature by the County Director.

READY TO FILL OUT A FUR

Before you fill out and submit the FUR, make sure you have all the necessary information ready.

PLEASE NOTE: Incomplete request will be returned and therefore will create delay in processing your request in a timely manner.

Checklist:

- Name/contact info of person requesting the facility - (4-H club leader/project leader)
- Facility/Location available for dates needed - (contact facility, verify, and confirm dates)
- Additional forms required by facility - (contact facility to ask and obtain forms, if any)
- Facility physical address – (where meetings will take place)
- Facility contact name, email & phone - (not the same as person requesting)
- Dates and times needed for meetings – (Include set-up and clean-up times)

Submit the attached FUR to the CES. You can email to placer4h@ucanr.edu or drop off at the 4-H office 11477 E Ave. Auburn, CA 95603.

FACILITY USE REQUEST

4-H Club Meetings & Project Meetings

INFORMATION OF PERSON REQUESTING A FACILITY

- Club Name: _____
- E-Mail: _____
- Contact phone: _____

FACILITY INFORMATION

- **Are meetings held at a 4-H volunteer or other home/property?** YES NO
(additional documents will be required)

HOMEOWNER INFORMATION:

- Name of Homeowner: _____
- Address: _____
- Email: _____
- Contact phone: _____
- Location to be used on the property: (outside, barn, kitchen, etc.)

- **Are meetings held at another facility?** YES NO
(Not at a volunteer or other home/property)

FACILITY INFORMATION:

- Facility physical address: _____
- Contact person at Facility: _____
- Email: _____
- Contact Phone: _____
- Does the facility have a contract or application to fill out: YES NO
(Please request form(s) from facility and submit with FUR)

MEETING INFORMATION

- Name of Meeting/Project: _____
- Description of meeting/project: _____
- How many adults will be attending: _____
- How many youths will be attending: _____
- Which rooms are you requesting (include kitchen, bathroom, etc.)

- Will you be needing on-site equipment (Chairs/tables/PA system/etc.)
