



University of California
Agriculture and Natural Resources

Cooperative Extension, Yolo County

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NORTON HALL RESERVATION REQUEST

Today's Date: _____

Department/Organization: _____ County Agency: YES NO

Contact Person: _____

Daytime Phone: _____ Email: _____

Meeting Dates: _____

Time: _____ to _____ ***should include set up and clean up*

Estimated number of people: _____ Kitchen needed: YES NO

CANCELLATION MUST BE DONE AT LEAST 24 HOURS PRIOR TO MEETING TIME. Failure to cancel (no-show) may result in future loss of use of room.

RESERVATION OF REQUESTED DATES IS NOT GUARANTEED UNTIL THIS SIGNED FORM IS ON FILE AND DATES ARE CONFIRMED BY UCCE OFFICE.

INDEMNIFICATION AND HOLD HARMLESS. The organization or applicant hereby agrees to indemnify and hold harmless UCCE and Yolo County, its officers, agents, servants, and employees from any and all liability, loss, claims, demands, damages, and costs including reasonable attorney fees, resulting from or arising out of personal injury to or death of any person(s) and damage to or destruction of any property of any party hereto, arising out of or in any way connected with such use and occupancy of County Office facilities or the active or passive negligence of Yolo County.

I have read, understand, and agree to the terms of the Norton Hall Use Policy. The signature of the group's representative indicates agreement for use of Norton Hall located at 70 Cottonwood Street, in Woodland, CA.

Print Name: _____ Phone Number (if different): _____

Signature: _____ Date: _____

OFFICE USE:

Dates Confirmed: YES NO Confirmed by: _____ Date: _____

After Meetings (will be checked after each meeting)

Room used? YES NO

Tables/chairs/floors clean? YES NO

Room put back in correct layout? YES NO

Any damage to room? YES NO