

# FACILITY REQUEST INFORMATION AND PROCESS

## 4-H Clubs and Countywide Events -

Before the event can be posted on the website or included in the newsletter the following information **MUST** be given 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](mailto:placer4h@ucanr.edu) or drop off at the 4-H office 11477 E Ave. Auburn, CA 95603.

# FACILITY USE REQUEST

## 4-H Club & Countywide Events

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### INFORMATION OF PERSON REQUESTING A FACILITY

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- Club Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_
- Contact E-Mail: \_\_\_\_\_
- Contact phone: \_\_\_\_\_

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### FACILITY INFORMATION

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- **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 – Name of Facility: \_\_\_\_\_

- 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)*

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### EVENT INFORMATION

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- Name of Event: \_\_\_\_\_
- Description of Event: \_\_\_\_\_
- Is the event open to the public: YES NO
- Will an admission fee be charged: YES NO
- Date of Event: \_\_\_\_\_
- Event Start Time (Include set-up time):
- Event End Time (Include clean-up time):

- 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.)  
\_\_\_\_\_

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## EVENT PREPARATION

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- Will you require online registration:        YES        NO
- If YES, please enter DUE DATE: (Enter N/A if none): \_\_\_\_\_
- Will you have a registration or Participation Fee: \_\_\_\_\_  
(If yes, please specify amount or enter N/A if none)
- Please provide basic information about this event, such as activities, speakers, participants, topics, etc.  
(This information will be used in the newsletter and website if applicable)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Will you have a fundraiser at this event:    YES        NO
- Have you submitted FORM 8.7 to the 4-H office for approval:        YES        NO

***Please note: a Fundraiser Form (Form 8.7) MUST be submitted for approval by the 4-H office prior to advertise for the event.***

*The 4-H Office Staff is available to provide support with formatting, creating, and posting of any registration or information related to the event.*

**NOTE:**  
*All information needing to be shared online for public view, need to be reviewed and approved by the 4-H office prior of posting or publishing*

- Please enter any additional information you think we need to know:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have a contract, rental agreement, or application, submit with the facility request form. Email to [placer4h@ucanr.edu](mailto:placer4h@ucanr.edu)