



Contra Costa County 4-H Facility Use Agreement Procedure and Examples

Volunteers may *NOT* sign contracts for the use of any facility including schools, community centers, farms etc. for meetings or county events. ***All contracts must be signed by County Director, Shelley Murdock.*** You may leave your name and phone number at the facility office as a site contact person only.

The County Director has meetings that take her out of the office several times per week including traveling to Southern California and National training workshops. She will review each contract before signature as the schedule allows.

Procedure-

When you have an upcoming meeting or event that requires a use permit, ***at least 4 weeks prior*** to your date, go to the facility and see if your dates and times are available. If so, have them penciled in if possible. At this time you may leave your name and phone number as a site contact person.

- ❑ Ask for a blank facility use permit.
- ❑ Make a photo copy
- ❑ Fill in ALL required information on the copy such as; how many tables & chairs, access to men's and women's restrooms. Allow time for set up and clean up.
- ❑ Include actual dates (*not just the fourth Saturday of each month*) See attached examples.
- ❑ Mail or bring in the blank contract *and* the completed photo copy. The 4-H staff will review the contract, type it and obtain the hold harmless clauses and all necessary signatures and send back to the school district or facility.
- ❑ *If* the contract requires a certificate of insurance, the county office will obtain it from the University of California Risk Management Office, in Oakland. This process alone can take up to 4 weeks to complete. Be sure to plan ahead so you won't be inconvenienced.

After the facility has approved your dates and times, a copy of the contract is sent back to the 4-H office. This will be kept on file. A copy will be sent to the event coordinator to be kept on site during the event.