

# BUILDINGS & GROUNDS EDUCATIONAL RESERVATION REQUEST FORM

This form is only for use by 4-H leaders, Program leaders and CCE Staff

*\*To fill out form and submit, you must use Internet Explorer -OR- save the form and open with Adobe Acrobat Reader\**

Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Group/Club/Activity Event Name: \_\_\_\_\_

Event Contact Person (If different from above): \_\_\_\_\_

No. of People \_\_\_\_\_

Email: \_\_\_\_\_

Phone/Ext: \_\_\_\_\_

## Administration Building

- Board Room/4-H Kitchen
- Memorial Room (upstairs)
- Blue Room (upstairs)

## 4-H Training Center

- Auditorium
- Large Meeting Room
- Small Meeting Room
- Shop

Off Site: \_\_\_\_\_

## Grounds

- Merchants Building
- Coliseum
- Livestock Building
- Livestock Ed. Building
- Rabbit/Cavy Building
- Show Ring
- Milk Bar\*
- Snack Bar\*
- Bathrooms
- Greenhouse
- Campgrounds

## Horse (Equine)

- Inside Arena
- Outside Arena
- Stalls 1
- Stalls 2
- Snack Bar\*

(\*requires a Health Dept. Permit)

## Other

- Set-Up required** (Must provide detail below, # of tables/chairs & arrangement)
- No Set-Up Required**
- Classroom Style**

Additional Information: \_\_\_\_\_

Please provide event description (Required):

Dates Requested: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Fundraiser?  Yes  No Fundraiser Request Approval Date: \_\_\_\_\_

- 4-H Members ONLY (contact 4-H Club/Key Leader or Heidi Feltz (433-8839 x241) if interested in joining.
- Pre-Registration Required by \_\_\_\_\_. (Date)
- Open to all 4-H Members – R.S.V.P. by \_\_\_\_\_. (Date)
- Open to the Public – R.S.V.P. by \_\_\_\_\_. (Date)

**For more information/questions or to submit this form:**

Call (716) 433-8839

Email: cceniagarareservations@cornell.edu