UC Research & Extension Centers
University of California
Agriculture & Natural Resources

Hopland REC Facilities Use Agreement Form

Instructions:

Form must be fully complete and signed by the applicant. No facility reservation will be made prior to submission and approval of the application. If approved, an appropriate Facility Use Agreement will be sent to applicant organization for signature with instructions for any additional required forms. Events are not considered approved until applicant organization receives a copy of the fully executed Facility Use Agreement. Certificates of insurance naming the Regents of the University of California as additionally insured will be required for your event. **Facility Use Applications must be approved and Certificates of Insurance should be provided prior to advertising the event.**

EVENT INFORMATION

1. Name of event: _____ Date(s) of event:_____

2. Purpose of event: _____

3. Who will attend the event? _____ Estimated Attendance:_____

4. Is event open to the public? ☐ Yes ☐ No

5. Will the event be publicized? ☐ Yes ☐ No If yes, describe method:_____

6. List key speakers by name and title. Indicate if any are University personnel.

   _____

   _____

   _____

   _____

7. Will class credit be offered? ☐ Yes ☐ No If yes, by whom: _____

8. Will food and/or beverages be included in your program? ☐ Yes ☐ No
   If yes, please note type of service:

9. Will service of alcoholic beverages be requested? ☐ Yes ☐ No

   ***NOTE:* An approved alcohol permit is required for the service of alcohol; 4 hours max. serving time, alcohol must be served by a licensed caterer.**

10. Will campus housing be requested? ☐ Yes ☐ No If yes, Adult_____ Youth _____

    Arrival date: _____ Departure date: _____

11. What fees, if any, will be charged? Type/Amount _____

12. Has your organization used our facility before? ☐ Yes ☐ No If yes, when and for what purpose?