

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
- Ag Education Building

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