

Clatsop County Fair & Expo

Request for Facility Use by OSU Extension, 4-H, Staff & Volunteers

OSU Ext Program- _____
Approved by- _____
Phone - _____
Email - _____

Event Contact Person - _____
Phone - _____
Email - _____

Event - _____
Date(s) Requested - _____
Estimated Attendance - _____
Open to the Public? Yes No
Event begins at - _____ and ends at _____
Set up begins at - _____
Clean up finished at- _____
Facility needs to be available for access by _____ (time)

Number Tables needed- _____
Number Chairs needed- _____
Need Water? Yes No
Need Heat? Yes No
 Need heat turned on by _____
Sound System needed? Yes No
 Location & Time Needed by _____
Other equipment/supplies _____

Date of Request _____
Date sent to Fair & Expo _____

- Clubhouse
- Gravel Parking Lot
- Exhibit Hall
- Arena
- MG Demonstration Garden
- Outdoor Arena
- Stalls No. needed _____
- Barn
- Outside Area(s): specify

Arena needs to be worked:
(Day & Time) _____

Other

Additional Comments _____

