

CITY OF PLACERVILLE RECREATION & PARKS DEPARTMENT
SPECIAL INTEREST CLASS PROPOSAL

If you would like to offer a class with the City of Placerville Recreation & Parks Department, please complete the following proposal form in its entirety and return it to us at 549 Main St. Placerville, CA 95667 or Fax to: (530) 642-5236. The Recreation Department will attempt to meet your requests; however, if there is a conflict with room availability we will contact you to make any necessary changes. If you teach more than one type of class, please use one form for each class.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: _____

EVENING PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Can this number be provided to the public?

Yes No

Yes No

Yes No

CLASS NAME:

CLASS DESCRIPTION:

MINIMUM # OF STUDENTS: _____

MAXIMUM # OF STUDENTS: _____

INSTRUCTOR RECOMMENDED FEE: \$ _____

MATERIALS/LAB FEE: \$ _____

PROPOSED DISCOUNT:

DOES YOUR CLASS REQUIRE A HANDOUT AT THE TIME OF REGISTRATION? IF SO PLEASE ENCLOSE.

(Over)

SESSION INFORMATION

Session #	Start Time	End Time	# of Weeks	Start Date	End Date	Day(s)	Ages
1							
2							
3							
4							
5							

Class will not be held on the following dates: _____

Alternative Day(s) of Week: _____

LOCATION PREFERENCE

Town Hall: Upstairs Small _____ Upstairs Large _____ Downstairs Hall _____ Kitchen _____

Scout Hall _____ Other: _____

CLASSROOM SET UP:

Please indicate the position of tables, chairs and any audio/visual equipment.

EQUIPMENT AND SUPPLIES:

Please indicate any materials, equipment, or supplies the City will need to supply for this class (electrical outlets, extension cords, fans, etc.) _____
