

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.) \_\_\_\_\_

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