

**INSTRUCTOR PROPOSAL – INSTRUCTIONS:**



- Please fill in the template below
- Fill in all areas
- Place “n/a” for anything that is NOT applicable to your class, such as the age restrictions that do not apply, supply fees, discounts, and no class dates, etc.
- Note, Magerum City Hall is **CLOSED** for all recognized **Government Holidays**, classes cannot operate on building closing dates.

If you have any questions, call Brandy at (765) 775-5110 or email her at [mbpayne@westlafayette.in.gov](mailto:mbpayne@westlafayette.in.gov)

**Class Name:** \_\_\_\_\_

**Class Description:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_

**Location:** *(Office Use Only)* \_\_\_\_\_

**Ages:** \_\_\_\_\_

**Supply Fee:** \_\_\_\_\_

**Session/Class Fee:** \_\_\_\_\_

**Drop Ins?** (yes or no; fee): \_\_\_\_\_

**Discount:** \_\_\_\_\_

**Single Class using above Description:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Day(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

**Registration Deadline:** *(no later than 2 business days before class/session)* \_\_\_\_\_

**Multiple Sessions for classes using above Description** *(For example MorDancN/Hatha Yoga/Art classes with multiple sessions, etc.):*

<b>Class Name</b>	<b>Code</b> <i>(Office use only)</i>	<b>Age(s)</b>	<b>Date (# of classes)</b>	<b>Day</b> <i>(of the week)</i>	<b>Time</b>	<b>Room #</b> <i>(Office Use Only)</i>	<b>Fee</b>	<b>Location</b> <i>(office use only)</i>

**Skip Dates:** \_\_\_\_\_

**Maximum:** \_\_\_\_\_

**Minimum:** \_\_\_\_\_

*(must have a minimum of 5 paying participants to run class, per Parks and Recreation Policy)*

**Additional Notes/Equipment reservation/Room requirements:** \_\_\_\_\_

**Supply List:** \_\_\_\_\_

**Instructor Information**- *(for parent contact and inquiries)*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Assistants** Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Office Use Only:

Added to CivicRec	
Registration Dates	
Door Unlock/Relock Request	
Program Period Contract	
W9	