



KEY BISCAINE COMMUNITY CENTER INSTRUCTOR'S CLASS PROPOSAL/BROCHURE INFORMATION

Instructor's Name:		Social Security #:	
Mailing Address:		City:	Zip:
Phone #: (Day)	Email address:		
(Eve)			
(Fax)	Do you authorize us to release your phone number to students? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Title of Proposed Course:			
*Brief write-up about your class (UNDER 30 WORDS):			
*Write-up is subject to change/edit without prior notification to satisfy brochure requirements.			
Check Day(s) Class Held: <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN			
Total # of Weeks (per session):			
Time Class Starts:	AM or PM	Time Class Ends:	AM or PM
Session #1	Date of 1 st class	Date of last class	No class on this date
Session #2	Date of 1 st class	Date of last class	No class on this date
Session #3	Date of 1 st class	Date of last class	No class on this date
Minimum # of Students:	Maximum # of Students:	Age Range (if any):	
Preferred Location (subject to approval and may change at any time by CC Management)	<input type="checkbox"/> Pool	<input type="checkbox"/> Rm 119 – Teen Room	<input type="checkbox"/> Rm 213 – Adult Lounge
	<input type="checkbox"/> Rm 103 – Wellness Center	<input type="checkbox"/> Rm 120 – Indoor Playground	<input type="checkbox"/> Rm 214 – Computer Lab
	<input type="checkbox"/> Rm 116 – Dance/Aerobics (B C)	<input type="checkbox"/> Rm 121 – Gymnasium (A B)	<input type="checkbox"/> Rm 215 – Arts/Crafts Room
	<input type="checkbox"/> Rm 117 – Kid's Corner	<input type="checkbox"/> Rm 201 – Lobby	
	<input type="checkbox"/> Rm 118 – Game Room	<input type="checkbox"/> Rm 203 – Multi-Purpose Rooms (A B C D)	
Fee for Class:	Additional material fee (to be paid at time of 1 st class):	Materials Required of Students:	
\$	\$		
Instructor's Signature:			Date:
(Staff Use Only) <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Room Assigned:	
Comments:			