

Spring 2026 – Due by Friday, December 12th, 2025 @ 5:00 pm
(Covers February 1st through May 31st, 2026)

City of Atascadero
Community Services
5599 Traffic Way

Phone: (805) 470-3362
llopez@atascadero.org
www.atascadero.org

CONTRACT CLASS PROPOSAL FORM

Activity/Class Name: _____ Today's Date: _____

Instructor's Name: _____ Email: _____

Address, City & Zip: _____

Phone: _____

DAY

EVENING

CELL

May we list your phone number or email in the Rec Guide w/your class description so the public can call you with questions?

Y ☐ N ☐ Phone or Email: _____

CLASS DESCRIPTION (this is what sells your class!) ☐ Same as previous ☐ New description:

Please circle days class will meet:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

List Dates & Times for each session/month (Please use ONE form per class):

Class/Session Dates	Time	Office Use Only: Activity #
(Example: Jan. 3-27)	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Type of Facility Requested: ☐ Art Room ☐ Dance Room ☐ Gym ☐ Meeting Room ☐ Other: _____

Special Requests: ☐ DVD Player ☐ White Board ☐ Computers ☐ Other: _____

Set-up Needed? ☐ Tables (# _____) ☐ Chairs (# _____) ☐ V-ball Nets ☐ Other: _____

Cost of Class: \$ _____ (City Admin fee will be added) **Class Age Range*:** _____

Supply Fee? (paid to instructor at 1st class) \$ _____. **\$5 Family Discount (circle)?** YES NO

Class canceled if **minimum** # of _____ students do not sign up. **Maximum** # _____.

**if teaching anyone under the age of 18 you must be fingerprinted with the City of Atascadero*