Classroom Request Form

Requestor Information

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| --- | --- |
| Name  Click or tap here to enter name. | |
| Contact Phone Number  Click or tap here to enter number. | OK to Text message?  Yes No |
| Contact email  Click or tap here to enter email. | |

Class Information

|  |  |
| --- | --- |
| Title of Class  Click or tap here to enter Title of Class. | |
| Class Description  Click or tap here to enter Class Description. What is the purpose of the class and what do you expect the students to take away from this class? Who is your target audience? | |
| Instructor Information  Click or tap here to enter Instructor if different from requestor. | |
| Proposed Start Date of Class  Click or tap to enter a date. | Proposed End Date of Class  Click or tap to enter a date. |
| Expected Class Size  Class size is limited to 25. | |
| Is this a church or community-oriented class? Yes No | |

Class Materials\*

|  |  |
| --- | --- |
| **Instructor** | **Student** |
| Syllabus/Lesson Plan Have Need | Course Outline Have Need |
| Training Aids Have Need | Handbook/Workbook Have Need |
| Supplies Have Need | Supplies Have Need |
| Audiovisual Have Need |  |

***\*Absence of materials does not mean a class date can’t be scheduled. Materials must be obtained no later than five days before start of class.***

CCACS Host

|  |
| --- |
| Click or tap to enter CCACS Host Name |

Miscellany

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| Will food be prepared during the class? Yes No |
| Will products be sold at the class? Yes No |
| Will you have any media coverage? Yes No |

The Center Classroom has a large screen television that can be connected to Mac or Windows PC or laptops, Apple and Android tablets or phones. A connection guide is available in the classroom on how to connect your device.

The Center has a Windows based laptop available to use with your provided flash drive.

The Center has limited abilities to copy/print on site. Please use only as a last resort.

The Center may provide advertising for classes through the website, Facebook, Google Ads and street sign. Please see a CCACS coordinator to discuss what is available.