Classroom Request Form

Requestor Information

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| NameClick or tap here to enter name. |
| Contact Phone NumberClick or tap here to enter number. | OK to Text message?Yes[ ]  No[ ]  |
| Contact emailClick or tap here to enter email. |

Class Information

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| Title of ClassClick or tap here to enter Title of Class. |
| Class DescriptionClick 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 InformationClick 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 ClassClick or tap to enter a date. |
| Expected Class SizeClass 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

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| 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.