

Classroom Request Form

Requestor Information

Name	
Contact Phone Number	OK to Text message? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact email	

Class Information

Title of Class	
Class Description	
Instructor Information	
Proposed Start Date of Class	Proposed End Date of Class
Expected Class Size	
Is this a church or community-oriented class? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Class Materials*

Instructor		Student	
Syllabus/Lesson Plan	Have <input type="checkbox"/> Need <input type="checkbox"/>	Course Outline	Have <input type="checkbox"/> Need <input type="checkbox"/>
Training Aids	Have <input type="checkbox"/> Need <input type="checkbox"/>	Handbook/Workbook	Have <input type="checkbox"/> Need <input type="checkbox"/>
Supplies	Have <input type="checkbox"/> Need <input type="checkbox"/>	Supplies	Have <input type="checkbox"/> Need <input type="checkbox"/>

Audiovisual	Have <input type="checkbox"/> Need <input type="checkbox"/>	
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****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.***

Miscellany

Will food be prepared during the class?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will products be sold at the class?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you have any media coverage?	Yes <input type="checkbox"/> No <input type="checkbox"/>

CCACS Host

1. 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.
2. The Center has a Windows based laptop available to use with your provided flash drive.
3. The Center has limited abilities to copy/print on site. Please use only as a last resort.
4. 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.