



Rim of the World Recreation & Park District  
P.O. Box 8 26577 State Hwy 18, Rimforest, CA 92378  
Phone: (909) 337-7275 [info@rim-rec.org](mailto:info@rim-rec.org)  
[www.rim-rec.org](http://www.rim-rec.org)

## Contracted Class / Activity / Instructor Proposal Form

Business Name (if applicable) \_\_\_\_\_

Contractor Contact Name \_\_\_\_\_

Contractor's Address, City, and Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Names of Additional Instructors and/or Substitutes: \_\_\_\_\_

### Class Name:

Class Desc. (45 words or less):

RIMREC Facility?  Offsite Facility?  Facility Request? \_\_\_\_\_

Offsite location name & address: \_\_\_\_\_

Proposed room needs: \_\_\_\_\_

Class Dates: Ses 1 \_\_\_\_\_

Ses 2 \_\_\_\_\_

Ses 3 \_\_\_\_\_

Ses 4 \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_ Start time: \_\_\_\_\_ Duration: \_\_\_\_\_  
(Total Minutes/Hours)

Gender:  Coed  Male  Female

Min Age: \_\_\_\_\_ Max Age: \_\_\_\_\_ Min Enrollment: \_\_\_\_\_ Max Enrollment: \_\_\_\_\_



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Are there any specific class requirements (course materials, clothing requirements, etc.)?

Holidays/Skip Dates: \_\_\_\_\_ Allow prorated classes:  Yes /  No

Proposed Percentage: \_\_\_\_\_ District \_\_\_\_\_ / Instructor \_\_\_\_\_ (\*this is a request and is not guaranteed)

Class Fee: \_\_\_\_\_ **Should NOT include ROWRPD fees or additional material fees**

Material/Supply Fee:  Yes /  No Material/Supply Amount: \_\_\_\_\_

Material Fee Paid to:  Instructor at first class meeting /  District during registration

Drop-Ins Welcome:  Yes /  No Drop-In Fees per class: \_\_\_\_\_

Marketing Requests: Flyer:  Yes /  No Social Media:  Yes /  No  
 Emailed photos requested to use

**OFFICE USE ONLY**

Received On: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Approved:  Yes /  No New Independent contractor Interview scheduled: \_\_\_\_\_

Assigned Room: \_\_\_\_\_

Inputted into Activenet Course #: \_\_\_\_\_ GL Account #: \_\_\_\_\_

Forwarded to marketing

NOTES (Denial, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_