



Date of application: \_\_\_\_\_

**Class title:** \_\_\_\_\_

**Class description:** \_\_\_\_\_

**Name of instructor(s):** \_\_\_\_\_

**Contact information:**

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

E-mail address: \_\_\_\_\_ Website: \_\_\_\_\_

Space to be used (check all that apply):  studio  gallery  Clay Studio  other: \_\_\_\_\_

One time class/workshop  Series/multiple week class  Other: \_\_\_\_\_

Brief description of proposed program: \_\_\_\_\_

Dates and times requested for program: \_\_\_\_\_

Needs for use of space ex.: supplies, tables, lighting, audio or video, etc.: \_\_\_\_\_

Minimum number of participants: \_\_\_\_\_ Maximum number of participants: \_\_\_\_\_

Breakdown of fees/expenses associate with class: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For CSA use:

Date Received by CSA: _____	Date Reviewed by CSA: _____
Date applicant contacted: _____	Approved: yes no Reviewed by: _____

\*All bookings of CSA studio need prior approval from CSA.

\*Teaching space is reserved on a first come first serve basis.