



**CITY OF ROHNERT PARK**  
 COMMUNITY SERVICES DEPARTMENT  
 5401 Snyder Lane  
 Rohnert Park, CA 94928  
 (707) 588-3456, Fax (707) 588-3444

**CONTRACT INSTRUCTOR RECREATIONAL CLASS PROPOSAL**

CLASS TITLE \_\_\_\_\_ DESIRED LOCATION \_\_\_\_\_

CLASS DESCRIPTION (WILL BE PUBLISHED IN RECREATION GUIDE) \_\_\_\_\_

AGES \_\_\_\_\_ CLASS MINIMUM \_\_\_\_\_ MAXIMUM \_\_\_\_\_ SUPPLY FEE \_\_\_\_\_ REASON \_\_\_\_\_

SESSION #	Day(s) of the Week	Start Time	End Time	Start Date	End Date	# of Weeks (Including Holidays)	No class dates (*Holidays)	Course Fee (Resident)
1								
2								
3								
4								

\* Please see contract instructor course proposal schedule for list of City holidays

<b><u>INSTRUCTOR INFORMATION</u></b>		
Name(s) _____	Name as it is to appear on contract and payments _____	
Current mailing Address _____	City _____	Zip _____
E-mail address _____	Phone # _____	# ok to give to public? _____

*New instructors please include a written description of your course curriculum and list any qualifications, certifications or references. New instructors will be contacted within two weeks following the submission deadline regarding their proposals.*

*Please return this form to the Rohnert Park Community Center, 5401 Snyder Lane. If you have any questions or would like to discuss your proposal please contact Ari Neuenkirk at 707-588-3470 or e-mail [aneuenkirk@rpcity.org](mailto:aneuenkirk@rpcity.org)*



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## **CONTRACT INSTRUCTOR REQUESTS**

**Electronic Community Center Billboard Ad Request**— We would like to offer you the opportunity to market your class on the Electronic Sign at the corner of Snyder Lane and Rohnert Park Expressway. Per the policy adopted by City Council, messages will be displayed for a minimum of 30 seconds at a time. Each instructor will receive at least one ad per hour on the sign for a minimum of 2 weeks per course session. If you would like to take advantage of this, please complete the following section per course session as listed on page 1. **Please note, instructors must contact Ari Neuenkirk ([aneuenkirk@rpcity.org](mailto:aneuenkirk@rpcity.org)) with a request to display the ad at least 3 weeks prior to the desired session start date.** Instructors may submit their own design within 2 weeks of the session start date.

SESSION #	Line 1 Text (Maximum 20 characters)	Line 2 Text (Maximum 20 characters)	Line 3 Text (Maximum 20 characters)
1			
2			
3			

Community Services staff will determine colors and font of message. If instructors would like to create their own message and submit in jpeg form, they can do so following the character limits above and must be submitted in the following format:

1. File Size: 200 pixel Height x 704 pixel Width
2. File Type: Uncompressed.jpg
3. DPI: 72 default setting
4. Color Mode: RGB and CMYK

PLEASE NOTE: Detailed graphics and logos do not show up well on the sign. Neon colors also do not show up well on the sign.

**Contract Instructor Bio Webpage**—Each instructor may choose to have their photo and bio displayed on our “Meet Our Recreation Instructors” webpage. **Please note, instructors must contact Ari Neuenkirk ([aneuenkirk@rpcity.org](mailto:aneuenkirk@rpcity.org)) with their request at least 1 week prior to the desired posting date.** Would you like your bio and picture displayed?

YES  NO

**Community Services Social Media**— Course advertising may be displayed on the Community Services Facebook page. Any instructors wishing to have their courses advertised through this marketing channel will be required to submit photos and text to be used. **Please note, instructors must contact Ari Neuenkirk ([aneuenkirk@rpcity.org](mailto:aneuenkirk@rpcity.org)) with their request at least 1 week prior to the desired posting date.** Each class may be advertised twice per session. Would you like to have your class advertised on the Community Services Facebook page? YES  NO

**Room / Facility Request:** Do you have any special requests for the room and/or facility for your class?

**Room Capacity:** \_\_\_\_\_ **Type of Room:** \_\_\_\_\_

**Early Room Access:** 15 Minutes  30 Minutes  N/A

**Temperature Requests:** \_\_\_\_\_ **Additional Cleaning Requests:** \_\_\_\_\_

**Additional Requests:** \_\_\_\_\_