



# Perinton Recreation and Parks Department

## 1350 Turk Hill Road | Fairport, NY | 14450

### Formative Program Information Sheet

Building Hours: Monday-Friday - 6:00AM-10:00PM | Saturday - 7:00AM-10:00PM | Sunday - 9:00AM-6:00PM

New      Existing

Season: \_\_\_\_\_ Year: \_\_\_\_\_

Instructor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Program Title: \_\_\_\_\_

Ages or Grade Level: \_\_\_\_\_ Minimum # of Participants: \_\_\_\_\_ Maximum # of Participants: \_\_\_\_\_

**Section A:** Day(s) of the Week: \_\_\_\_\_ Dates: \_\_\_\_\_ Exception Dates: \_\_\_\_\_

Total # of Classes: \_\_\_\_\_ Time: \_\_\_\_\_ Suggested Fee: \_\_\_\_\_

**Section B:** Day(s) of the Week: \_\_\_\_\_ Dates: \_\_\_\_\_ Exception Dates: \_\_\_\_\_

Total # of Classes: \_\_\_\_\_ Time: \_\_\_\_\_ Suggested Fee: \_\_\_\_\_

**Section C:** Day(s) of the Week: \_\_\_\_\_ Dates: \_\_\_\_\_ Exception Dates: \_\_\_\_\_

Total # of Classes: \_\_\_\_\_ Time: \_\_\_\_\_ Suggested Fee: \_\_\_\_\_

**Section D:** Day(s) of the Week: \_\_\_\_\_ Dates: \_\_\_\_\_ Exception Dates: \_\_\_\_\_

Total # of Classes: \_\_\_\_\_ Time: \_\_\_\_\_ Suggested Fee: \_\_\_\_\_

**Section E:** Day(s) of the Week: \_\_\_\_\_ Dates: \_\_\_\_\_ Exception Dates: \_\_\_\_\_

Total # of Classes: \_\_\_\_\_ Time: \_\_\_\_\_ Suggested Fee: \_\_\_\_\_

Content: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building and Room Request: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

Set-up Instructions: \_\_\_\_\_ *(See reverse page for options. Please supply diagram if different set-up requested.)*

Supplies/Equipment Request: \_\_\_\_\_

Tickler Line: \_\_\_\_\_

*For processing in RecTrac - i.e. "Enroll both adult and child, no charge for adult."*

Comment Line: \_\_\_\_\_

*Will print on receipt - i.e. "Sneakers required."*

#### For Office Use Only:

Reservation #: \_\_\_\_\_ Activity Code #: \_\_\_\_\_ Maintenance ID Code: \_\_\_\_\_

WebTrac:      Yes      No      Cost: \_\_\_\_\_ Entered: MS Word \_\_\_\_\_ RecTrac: Activity \_\_\_\_\_

Equipment Rental \_\_\_\_\_ Maintenance \_\_\_\_\_

Facility Reservation \_\_\_\_\_



# Perinton Recreation and Parks Department

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Our standard rectangular tables measure 8' x 2.5' and our round tables are 5' in diameter. Round tables may be used in rooms 208 B and 204 A, B and C. All other rooms utilize rectangular tables in same configuration.

## ROOM SET-UP OPTIONS:

<b>A</b> THEATER	
<b>B</b> CLASSROOM	
<b>C</b> ARTS	
<b>D</b> MEETING	
<b>E</b> BANQUET	
<b>F</b>	Room is clear.

\* OTHER SET-UP OPTIONS AVAILABLE UPON REQUEST \*

## EQUIPMENT OPTIONS:

- TV-DVD/VCR
- SCREEN
- PODIUM
- FLIP CHART
- EXTENSION CORD
- CD PLAYER
- WHITEBOARD
- UTILITY CART
- LCD PROJECTOR