



# Town of Huntersville Parks & Recreation Department

105 Gilead Rd.  
Huntersville, NC 28078  
Office Hours: Mon-Fri 8:00am-5:00pm  
Phone: 704.766.2220

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## Create a Class Form

If you are interested in running a class through the Huntersville Parks & Recreation Department, please fill out this form and return to the Recreation Department by email ([wsmith@huntersville.org](mailto:wsmith@huntersville.org)) or in person (11836 Verhoeff Dr. Huntersville, NC 28078). We also have a drop box located outside Town Center by the Parking Deck if you are not able to stop in during office hours.

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

(Daytime Phone – 8:00am to 3:00pm)

I would like to teach the following class(es): \_\_\_\_\_

\_\_\_\_\_

Age group of class: \_\_\_\_\_

Preferred dates, days and time of class: \_\_\_\_\_

Equipment/supplies needed for the class: \_\_\_\_\_

\_\_\_\_\_

Facility requirements: \_\_\_\_\_

Cost per participant: \_\_\_\_\_

Min and max number of participants: \_\_\_\_\_

Program description and marketing images/material(attach separate if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor name and credentials: \_\_\_\_\_

After we receive this completed form, we will contact you to set up a meeting.