



Request Form for PRIVATE SKATE LESSONS

(See reverse side for more Information)

1 Hour Minimum
(1hr, 1.5 hr or 2 hr sessions available)
1 Student to 1 Instructor

Today's Date: ____/____/____

Student Name: _____ Age: _____
 Day Phone: _____ Cell Phone: _____
 Parent/Guardian Name: _____
 Email: _____ Sign me up for your email list! Y N

REQUESTED DAYS & TIMES (May check more than one)

- M Tu W Th F Sa Su Starting after ____ AM/PM Ending by ____ AM/PM
- M Tu W Th F Sa Su Starting after ____ AM/PM Ending by ____ AM/PM
- M Tu W Th F Sa Su Starting after ____ AM/PM Ending by ____ AM/PM

Length of Lesson(s): 1hr 1.5 hr 2 hr **Number of Lessons:** 1 2 3 4 5

Program Quarter: Winter (Jan-Mar) Spring (Apr-Jun) Summer (July-Sept) Fall (Oct-Dec)

Requested Dates for lesson(s): _____

Skatepark Requested: _____
 Instructor Requested: _____
 Equipment Loan Needed: HELMET PADS SKATEBOARD

Objective or Desired Skill to be worked on: _____

FOR OFFICE USE ONLY

Date Submitted: _____ Scheduled By: _____ Amount \$ _____

Barcode: _____ Instructor Assigned: _____

Dates, Day of Week & Times : _____

Participation Agreement on File? YES NO

Callback/Notes: _____

Confirmation Email Sent: Date ____ Initials ____

Payment Confirmation: Date ____ Initials ____

PRIVATE & SEMI PRIVATE LESSON REQUEST POLICY

Semi Private and Private Lesson forms are a Request only.

By turning in this **Request** you are **not** guaranteed a Semi Private or Private lesson. **Requests** will be filled in the order received.

You must complete a Request Form for each session.

It is important that the information you give us on the reverse side of this form is accurate. The more information you give us the better we can accommodate your **request**.

Remember that we do the best we can to fulfill your **request** but we can **not** guarantee teachers and time slots. The more open and available you are the easier it is to find a time that will work.

In the case of **inclement weather** the instructor will communicate with you directly to move the lesson indoors or reschedule.

Private and Semi Private Lessons follow the Portland Parks & Recreation **Refund Policy**. For a full refund, please contact us 5 days before the date of the lesson. We will work with you to reschedule when possible.