



# Request Form for SEMI-PRIVATE SKATE LESSONS

(See reverse side for more Information)

**1 Hour Minimum**  
(1hr, 1.5 hr or 2 hr sessions available)  
**1 Instructor to 2-5 Students**

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. **Student Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_  
**Day Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Parent/Guardian Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Sign me up for your email list!** Y N

2. **Student Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_  
**Day Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Parent/Guardian Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Sign me up for your email list!** Y N

3. **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 T W TH F Sa Su Starting after \_\_\_\_ AM/PM Ending by \_\_\_\_ AM/PM
- M T W TH F Sa Su Starting after \_\_\_\_ AM/PM Ending by \_\_\_\_ AM/PM
- M T 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.