



Date submitted: _____

Scheduling Classes for Education & Recreation

- The information below is required for room scheduling and class publication in the *Leisure World News*.
- This form **must be in our office at least four weeks prior to the start of a class.**
- **A minimum of ten (10) students must be registered five (5) business days before the first class or the class will automatically be cancelled.**
- If a class cannot be held on any scheduled meeting date, call (301) 598-1300 or (301) 598-1320 at any time between 8:30 AM and 8:00 PM and leave a message.
- Be certain to check your calendar for holidays and schedule your make-up class(es), if any, accordingly.

CLASS TITLE: _____

INSTRUCTOR: _____ **PHONE #:** _____

EMAIL: _____

CLASS BEGINS: Day _____ Date _____ Time _____

CLASS ENDS: Day _____ Date _____

HOLIDAYS/DAYS CLASS WILL NOT BE HELD: _____

PRICE PER STUDENT (including 25%): \$ _____ **MAXIMUM NUMBER OF STUDENTS:** _____

POLICY/PROCEDURE FOR INCLEMENT WEATHER:

If Montgomery County Schools are closed, your class will automatically be cancelled. When schools are scheduled to open late, do you want to (check one):

Hold class on time _____ OR Cancel class _____

Please make your class members aware of this policy and remind them to watch closed circuit TV channels 972 or 974 or call (301) 598-1313 for updates. Check with E&R for make-up sessions.

PROVIDE A BRIEF DESCRIPTION OF YOUR CLASS: Class descriptions should be emailed to lwnews@lwmc.com Or rdesir@lwmc.com. If necessary the class description can be provided on a sheet of white paper, preferably typed, and attached to this form. If available, attach a copy of a previous listing from the *Leisure World News* (include edition date); indicate changes as necessary.

IF INSUFFICIENT INTEREST IS SHOWN IN A CLASS AFTER TWO CONSECUTIVE PUBLICATIONS, THE SPONSOR MUST WAIT 90 DAYS BEFORE RESUBMITTING FOR THE SAME CLASS.

This form is available via email request to the email addresses above as well as to lwnews@lwmc.com.

Note: Instructors are reminded that payment for all classes will be accepted by the E&R offices only. **Instructors are not to accept payment.** When instructor permission is given for late entry to a class, that check will be deposited with the next session.