

  
LEHI CITY  
**RECREATION**

**Program Proposal**

**Contact Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Best way to contact you? \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Description of Proposed Program**

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Type of Program (check all that apply):

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|--|---|---|-------------------------------|
| <input type="checkbox"/> Adventure     | <input type="checkbox"/> Education        | <input type="checkbox"/> Special Events     | <input type="checkbox"/> Camp |
| <input type="checkbox"/> Athletics     | <input type="checkbox"/> Fitness & Health | <input type="checkbox"/> Adaptive/Inclusion |                               |
| <input type="checkbox"/> Aquatics      | <input type="checkbox"/> Martial Arts     | <input type="checkbox"/> Seniors            |                               |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Performing Arts  | <input type="checkbox"/> Other _____        |                               |

Proposed Class Name: \_\_\_\_\_

Proposed Class/Program Fee: \_\_\_\_\_

Class Enrollment Size (ex. Min 5, Max 30) \_\_\_\_\_ Min: \_\_\_\_\_ Max: \_\_\_\_\_

**Targeted Participants**

Age Range (ex. 6-12 years or 4<sup>th</sup> & 5<sup>th</sup> Grade) \_\_\_\_\_

**Program Format**

Program Days (ex. Tues and Thurs) \_\_\_\_\_

Class Length (ex. 30 mins, 1 hour) \_\_\_\_\_

Session Length (ex. 4 weeks, 8 weeks, 1 day) \_\_\_\_\_

Date Available to Begin Program: \_\_\_\_\_

Space Requested:

- Classroom    Gym    Outdoors/Field    Other (Please Specify) \_\_\_\_\_

Materials Needed: \_\_\_\_\_

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## Independent/Employee

Type of operation you are expecting:

- Independent Contractor* (Contractor is fully responsible for program content and materials. All program fees are split 70/30% with contractor and the Legacy Center.)
  
- Employee on Payroll* (Legacy Center provides all materials. Employee receives hourly wage.)  
Expected Hourly Wage: \_\_\_\_\_

Program proposals will be received on an ongoing basis. **However, programs will be evaluated with the given deadlines below to go with the Legacy Center programs and marketing.** Proposals will be evaluated and determined based on the best interest of the facility. Qualified programs will then be contacted by the Legacy Center. Program applicant may be asked to come in for an interview with the programming staff to present the class.

## Deadlines for program proposals

Winter/Spring Programs (January – May) – September 1<sup>st</sup>

Summer Programs (June – August) – February 1<sup>st</sup>

Fall Programs (September – December) – May 1<sup>st</sup>

## Direct Questions and Completed Proposals may be directed to:

Benski Dayley  
Lehi City Legacy Center  
123 Center St.  
Lehi, UT 84043  
385-201-2000  
bdayley@lehi-ut.gov