CITY OF COSTA MESA • Parks & Community Services Department

CONTRACT CLASSES

Fee Increase Proposal Form

All contract class fee increases must be approved by the Parks and Recreation Commission. Please submit a fee increase at least 4-6 months in advance of the season the increase is intended to take place. Copy this form as needed for additional class titles.

Instructor Information

First Name:	Last Name:	
Day Phone:	Evening Phone:	
Mailing Address:		
City:	State:	Zip Code:
Business Name:		

Class Information

Class or Program Title:		
Day(s) of Week:	Number of Weeks:	Time:
Current Class Fee:	Current Material Fee:	
Detailed Reason for Fee Increase:		

New Class Fee

Class Fee:	**Class Fee + $5 Convenience Fee (Applied to all classes)**	Total Proposed Fee:
Material Fee:	Material Fee Covers:	

Internal Use Only

Received By:	Date Submitted:	PRC Meeting Date:
Date of Last Fee Increase:	Accepted / Denied	Approved / Denied

Please submit your Fee Increase Proposal Form to:

City of Costa Mesa - Parks and Community Services Department

ATTN: Contract Classes

P.O. Box 1200, Costa Mesa, CA 92628