



SAILING SCHOOL - PRINCIPAL AUTHORIZATION

R 1638 (R2013-12)

Please Print

Name of School		Date	YYYY	MM	DD
Address		Postal Code			
Contact Person		Class			
Phone Number ()	Fax Number ()	Email Address			

Complete Courses:

Consists of five - 2 hour time slots for a total of ten hours. Although we will try to accommodate your preferred schedule, some conflicts may occur. Please include alternate program times and dates.

Please Sign:

Signature of Principal	Participating Teacher
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PLEASE COMPLETE THIS FORM, TAKE A COPY FOR YOUR RECORDS AND RETURN TO:

Calgary Recreation
 Glenmore Sailing School #68
 Attention: Booking Representative
 P.O. Box 2100, Station M
 Calgary, AB T2P 2M5
 Fax: 403-268-1329 Phone: 403-268-3800, Option # 2

- Class Bookings will be accommodated on a first-received/first-booked basis.
- **FULL PAYMENT IS DUE 2 WEEKS PRIOR TO YOUR FIRST DATE BOOKED. IF FULL PAYMENT IS NOT RECEIVED 14 DAYS PRIOR TO YOUR FIRST LESSON, THE SPACE WILL THEN BECOME AVAILABLE TO OTHER GROUPS.**
- THANK YOU for your interest in Calgary Recreation's Glenmore Sailing School.
- One form per class (please photocopy this form if necessary, so that each class is on its own form).
- Schools requesting instruction at their school prior to sailing lesson will be charge for one hour prior and one hour after the requested classroom time to accommodate for travel.

Freedom of Information and Protection of Privacy Act

The personal information you provide is collected under the authority of the Facility Booking Policy and Procedures, the Facility Use Agreement and the Freedom of Information and Protection of Privacy Act, section 33(c). This information is used to communicate with your group and to determine the most suitable facility based on your application requirements. The information you supply will appear on your booking contract. If you have any questions about the collection or use of this information, please contact the **Customer Service Centre, 1st Floor, North Tower 2808 Spiller Road SE 3rd, 403-268-3800 Option #2.**

Important Booking information

- Indicate the number of students who will participate.
- Schedule your class into a regular daily time slot, on the hour or the half-hour.