



REQUEST FOR MODIFICATION

1. Complete this form in its entirety and return to the Westerville Community Center, Attention Lindsay Buis.
2. Your request cannot be considered until the Westerville Parks and Recreation staff has received your completed form and all the necessary information. Please complete this and return it as soon as possible as it may take a few weeks to process and implement the accommodation.
3. Westerville Parks and Recreation reserves the right to perform an assessment and/or evaluation before granting or extending a request for a reasonable modification. In addition, Westerville Parks and Recreation reserves the right to deny a request based on data from the assessment or documentation, or if the request is unreasonable according to the ADA regulations.

GUEST INFORMATION

First/Last Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

The best way to contact me is: _____

Please describe the reasonable modification you are requesting and the reasons for your request. Please describe any alternative suitable modifications. Feel free to attach additional paperwork/sheets if necessary.

Please state the duration for the modification you are requesting:

Start: _____ End: _____

Activity number of program the modification applies to: _____



Office Use Only

Assessment Needed: Yes No Date Assessment Performed: _____

Inclusion Recommendation:

Cost Ramifications: _____

Inclusion Specialist Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____