



# City of Wenatchee Parks, Recreation and Cultural Services Department

PO Box 519 Wenatchee, Washington 98807 • (509) 888-3284 • www.wenatcheewa.gov

## Request for Reasonable Accommodation

To request an accommodation, alternative format of communication, and/or modification of policies and procedures in order to access and benefit from City of Wenatchee Parks, Recreation and Cultural Services Department programs, meetings and activities, please submit this Reasonable Request for Accommodation Form as soon as possible but no later than ten business days before the scheduled program, meeting or event.

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred Means of Contact:  Phone  Email

Program/Meeting Name: \_\_\_\_\_ Date of Program/Meeting: \_\_\_\_\_

I am requesting an accommodation (check all that apply):

- That will allow me to participate in the program or activity offered by the Department listed above.
- By asking for an exception to a rule, policy or procedure. Please specify the rule, policy, or procedure: \_\_\_\_\_
- Other and please specify (for example, the way that the Department communicates with you):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe the accommodation you are requesting: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe how this accommodation will assist you. (Please attach additional sheets as necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**OFFICE USE:**

Date Received: \_\_\_\_\_ Staff Reviewing: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_