



Tualatin Hills Park & Recreation District  
 Attn: Athletic Center  
 15707 SW Walker Rd. Beaverton, OR 97006  
 Email: inclusion@thprd.org ▪ Phone: 503-629-6330

**ASL Interpreter Request Form**

Date: \_\_\_\_\_  
 Patron Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Female  Male  Other: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Preferred Method of Communication:  Email  Text  Cell Phone  Day Phone  Other: \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Relation to Participant: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Preferred Method of Communication:  Email  Text  Cell Phone  Day Phone  Other: \_\_\_\_\_

- Patron uses (circle all that apply):
- American Sign Language
  - Signed English
  - Verbal Language

Has the individual participated in THPRD recreation programs before?  Yes  No

**Important Note:** Submit request to the Adaptive and Inclusive Recreation Specialist at least 10 business days in advance of the class. For all requests submitted to the Specialist less than 10 full business days in advance, an interpreter may not be available.

Name of Class/Activity	Class Number (Starts with 2 Letters)	Location	Date(s)	Time(s)

*Please use additional sheets if needed*

## Acknowledgment Release

Cancellation policy: To avoid being charged for requested services, cancellations must be received by the following:

If assignment is:	Cancellation deadline is:
1 to 2 hours	1 business day + 1 hour prior to start of assignment
2 to 4 hours	2 business days + 1 hour prior to start of assignment
4 to 8 hours	3 business days + 1 hour prior to start of assignment

- **No-show:** Once an accommodation has been confirmed, if a patron that has requested interpreter services is unable to attend the activity (whether registered program or drop-in), please notify THPRD Inclusion Services at least 1-business day in advance. If no contact has been received, the patron will be assessed \$15.00 per every no show/no call/no email. In case of emergency, the THPRD refund policy will be followed.
  
- **Late Arrival:** If a patron is late without contacting the ASL Interpreter or THPRD Inclusion Services, the ASL Interpreter will wait 15 minutes for patron to arrive.
  
- After 15 minutes, the ASL Interpreter will call patron/patron's family to see if they will be coming to program/class. If unable to reach the patron, the ASL Interpreter will leave and the No-show policy will be followed.
  
- If unable to reach the ASL Interpreter or THPRD Inclusion Services, we encourage you to contact the facility if you are going to be late due to unforeseen circumstances. Late fees will still apply, but possible alternatives can be determined.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

Please email request to [inclusion@thprd.org](mailto:inclusion@thprd.org) or drop it off at your nearest THPRD facility.

Office Use Only			
	Date	Location	Staff Initials
<b>Received by THPRD Staff:</b>			
Emailed to <a href="mailto:inclusion@thprd.org">inclusion@thprd.org</a> ? <input type="checkbox"/> Yes <input type="checkbox"/> N			
Sent through THPRD mail? <input type="checkbox"/> Yes <input type="checkbox"/> N			
<b>Received by Program Specialist:</b>			