

To whom it may concern:

Longmont Suzuki Strings is an organization of 4 violin, viola and cello teachers. We follow the Suzuki Method of teaching and are all members of the Suzuki Association of the Americas. Our mission is to provide high quality music education to our students and help them build character and confidence in whatever endeavor they choose as adults. Our web site is www.longmontsuzukistrings.org. We each teach on a private basis weekly and we bring our students together for group classes and concerts. One of our teachers is from Estes Park and teaches here two days per week, another of our teachers is from Louisville and teaches in Longmont 1 day per week. We currently have 60-70 students ranging in age from 3 through 15. Each student takes a private lesson during the week and attends a group class on Monday afternoon.

We are currently looking for a location to host our group classes, recitals and 2 of our private teachers that come from Estes Park and Louisville. We would be happy to rent for the use of this facility and we would like to pay you as much as we can afford.

Our Request:

Mondays

Room #1	Monday	10:00am-5:00pm	Private teaching	1 student and one parent
		5:00pm-7:00 pm	1 Group Class	10-15 students and 10-15 parents for each class)
Room #2	Monday	3:30pm –5:30pm	3 Group Classes	10-15 students and 10-15 parents for each class)
Room #3	Monday	3:30pm-6:30pm	3 Group Classes	10-15 students and 10-15 parents for each class)
Room #4	Monday	3:30pm-6:30pm	3 Group Classes	10-15 students and 10-15 parents for each class)
		6:30pm – 9:00pm		1 student and 1 parent

Tuesday

Room #1	Tuesday	1:30pm-7:30pm	Private Teaching	1 student and 1 parent
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Wednesday

Room #1	Wednesday	9:00am-7:00pm	Private Teaching	1 student and 1 parent
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One Monday each month we have a "Play-In" where all of our students play together. For this we would need a sanctuary, chapel or large room with a piano from 3:30 to 6:30. We would also like to be able to schedule occasional Saturday recitals in this space.

Extras:

As you can see, most of our teaching takes place during after school hours. We would like to have a large table and chairs in each room along with floor space for the group classes. Pianos in each of the rooms would be desirable but not essential. We would like to be able to leave some of our teaching materials in the rooms if possible. This would consist of one or two crates of music, music stands, mirrors, etc. - these could be left in a storage closet or cabinet. This is not a necessity just a request. Since one of our teachers is here for long days, approximately 10:00am to 6:30pm on Mondays and Wednesdays, we would also like to request access to a microwave and perhaps refrigerator during the noon hour.

Janitorial and security:

We are willing to be in charge of cleaning and locking the building after each use, a responsibility we take very seriously. All children are supervised by their parents while attending all classes and lessons.

We could guarantee to have wonderful music ringing throughout your hallways on Monday afternoons!

Thank you for considering our request.

Longmont Suzuki Strings
info@longmontsuzukistrings.org