



Novi Parks Recreation and Cultural Services American with Disabilities Act (ADA) Reporting Form

Parks, Recreation and Cultural Services (PRCS) is required by the American Disabilities Act (ADA) to ensure its facilities, programs, and services are accessible to the community. People with disabilities needing accommodations for effective participation in a program or event should contact PRCS at (248) 347-0400 at least two working days in advance of the program.

If an individual feels that he or she has been unable to access a City of Novi facility, program or service because of a lack of accessibility or has been discriminated against because of a disability, the individual is encouraged to fill out the following ADA Reporting Form.

Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____

Please fill out completely, sign, date and return to:

Jeffrey A. Muck
Director of Novi Parks, Recreation, and Cultural Services
45175 Ten Mile Rd.
Novi, MI 48375
(248) 347-0402
jmuck@cityofnovi.org

[Please do not use this form for any general complaints about City facilities, programs, or services.](#)

Please complete the section below detailing your complaint. Include the date, time, location, the City service or program involved, the name of any City personnel involved (if known), the names of any other people who were present, and any other information you feel is pertinent to the complaint.

What do you feel is the appropriate solution to your complaint?

Signature: _____ Date: _____

Please allow 30 days for PRCS to investigate and respond to your complaint.