

**2007 SEBASTOPOL CENTER FOR THE ARTS
CONTRACT INSTRUCTOR'S CLASS APPLICATION
For New Classes**

Staff use only.	Date rec. _____	Accepted Y N
Complete Y N	Renewing Y N	Confirmation sent Y N
PS _____ EC _____	DB _____ CG _____	Master _____ Reg form _____

Instructor's Name _____ Quarter/year _____

Mailing Address _____ E-mail _____

City _____ Zip _____ Phone _____

Title of Class / Workshop _____

Description (A more detailed version may be attached or sent to SCA via email to mariafs@sonic.net)

Age level _____ Class size: Min. _____ Max. _____

Class fee _____ *All offers of scholarships or discounts must be approved by SCA staff to be effective.*
 Materials/equipment-use fee (if applicable) _____ *If a material or equipment-use fee is charged, SCA requires instructors to submit an itemized list of supplies/equipment-use that students will receive for this fee.*

Multiple sessions are optional.

Session 1: Day(s) _____ Date(s) _____ Time(s) _____

Session 2: Day(s) _____ Date(s) _____ Time(s) _____

Session 3: Day(s) _____ Date(s) _____ Time(s) _____

Pre-requisites (if applicable) _____ Does this class require a materials list? _____

Special equipment or set up** _____

****NO OPEN FLAMES. SCA prohibits use of all open flames including candles, welding torches, etc, without express permission of Education Program Manager and/or Executive Director. Use of open flames without this permission will result in immediate cancellation of any and/or all additional classes offered by instructor.**

Are you teaching this same class anywhere else? If yes, please give details regarding location, dates, times: _____

In addition to the contract suggestions, how do you plan to market your class? _____

INSTRUCTOR'S BIO: Please attach your personal 5-sentence bio and resume.

SCHEDULE OF "STARTER FEES"

Sliding scale based on the total number of hour's classroom is reserved. A starter fee is required for **each** separate class offered. Choose one that matches your classroom use. See contract for detailed explanation.

- _____ \$15.00; One-day class up to 4 hours.
- _____ \$20.00; Class series of 2--3 meetings, up to 4 hours per class meeting. One-day class over 4 hours.
- _____ \$25.00; Class series of 4--7 meetings, up to 4 hrs per class meeting. 2-day class, over 4 hours per class meeting.
- _____ \$45.00; Class series of 8 or more meetings, up to 4 hours per class meeting.
- _____ \$60.00; Three-or more day class, over 4 hours per class meeting.

APPLICATION PACKAGE CHECKLIST:

- _____ 1. Signed and dated contract.
- _____ 2. Application / Bio & resume completed.
- _____ 3. Check or money order for "starter fee".
- _____ 4. One copy-ready materials list, if applicable.
- _____ 5. One itemized list of materials and equipment-use to be covered by materials fee, if applicable.
- _____ 6. Optional photo or graphic with correct size self-addressed, stamped envelope.
- _____ 7. Two (2) self-addressed, stamped envelopes for confirmation and final payment.
- _____ 8. I understand that a building key deposit of \$5. per key is required on any SCA keys checked out to me.
 This deposit is refunded upon completion of class and return of key(s) to SCA.
- _____ 9. I will call SCA 2-wks before my 1st class session to schedule an orientation (new instructors) and check out keys.

Staff use only.	Waived Y N	Initials _____
Starter fee paid Y N	Date _____	
Amount \$ _____	Check # _____	CC Cash

RETURN TO: Sebastopol Center for the Arts, 6780 Depot Street, Sebastopol, CA 95472. Fax: 829-0369. Questions: 829-4797.