

SEBASTOPOL CENTER FOR THE ARTS 2007 CLASS PROPOSAL GUIDELINES AND CONTRACT

Thank you for your interest in offering a class through Sebastopol Center for the Arts (SCA). Please read the guidelines carefully, and fill out the contract and application form. SCA offers classes as part of our goal to educate and promote community involvement in the arts. We look for quality instructors, accomplished in their field, and dedicated to sharing their skills, knowledge and expertise. SCA's Education Program Manager will call to discuss your proposal, confirm dates and clarify any items that are not clear.

2007 Sebastopol Center for the Arts Class Application Schedule

The following deadlines correspond with the publication & mailing of SCA's class schedule 4 times per year.

Quarter	Months	Application deadline	Mailed	Receive date
Winter 07	Jan-Apr+	Oct 1, 06	Dec 20, 06	Jan 1, 06
Spring 07	Apr-July+	Jan 2, 07	Mar 26, 07	April 1, 07
Summer 07	July-Oct+	April 1, 07	June 25, 07	July 1, 07
Fall 07	Oct 06-Jan 07+	July 1, 07	Sept 23, 07	Oct 1, 07

+ Please note that quarters overlap by one-month – allowing for double exposure for classes that are scheduled 3-6 months in advance.

GUIDELINES AND REQUIREMENTS:

1. Instructors selected for this program are hired as independent contractors
2. Compensation for classes is paid on a 67% teacher / 33%SCA split to SCA members; and a 57% teacher / 43% SCA split to non-members. Classes held at a location other than SCA are paid on a 77%/23% split, and can be offered by *members only under special circumstances*. Basic membership is \$40 per year.
3. A '**starter fee**' is required on new classes, or for classes that have unsuccessfully been offered in the past. The starter fee is due when the proposal is submitted.
 - ❑ The starter fee reserves the classroom, and offsets administrative costs for setting up and promoting the class.
 - ❑ A separate starter fee is required for each new class proposed.
 - ❑ The starter fee is fully refundable if the class is held as agreed.
 - ❑ If the class is not held, SCA will retain this fee for set-up costs. Starter fees are charged on a sliding scale. See class application form for schedule of fees.
4. The instructor:
 - ❑ Determines class fees
 - ❑ Sets the minimum and maximum number of students for the class
 - ❑ Provides a copy-ready materials list if necessary.
 - ❑ Determines if a separate materials/equipment-use fee is to be charged. If this additional fee is charged, instructors must provide an itemized list of materials and equipment-use that students will receive for the fee. ****There is no reimbursement by SCA to instructors who choose to provide additional items/supplies/tools/equipment for class or students, which are not originally included on the itemized materials list.*
 - ❑ Is responsible for providing all copies of handouts, maps, music, lists, etc. that are required for class. SCA staff will not make any copies of class materials for you.
5. The instructor will notify registered students AND SCA in the event of a class **change or cancellation**. *Please see attached handout for details.*
6. Studios at SCA are used for day and evening classes. All instructors using the classroom will leave it clean; supplies, tools and equipment returned to storage areas; and tables and chairs arranged neatly,

(and according to posted diagram in the ceramics/mixed-media studio.) Instructors will be issued a clean up and closing procedure checklist for the studio they are using prior to the 1st class.

7. Instructors are required to sign out a classroom key and attend a brief, orientation prior to start of class. A key deposit of \$5 per key will be charged for each key checked out.

PROMOTION OF CLASSES:

The combined efforts of both the instructor and SCA provide the most effective means to successfully promoting and filling a class.

SCA will do the following to promote each class:

1. Classes are listed in the SCA Class Schedule, which is included in 4,500 copies of the newsletter. Approximately 3000 of these are mailed to SCA's membership, supporters, and former students.
2. Copies of SCA Class Schedules are distributed around Sebastopol and sent to art supply stores, local schools, colleges, and local businesses, etc.
3. Upon instructor's request, SCA will provide up to 10 copies of the Class Schedule for instructor's use in promoting the class.
4. Classes are listed in the Community Center *Activities Guide*, which reaches over 10,000 additional households in West Sonoma County.
5. SCA classes are included in SCA's website www.sebarts.org, calendar listings and news releases sent to local newspapers and appropriate media centers. However, in spite of our best efforts, newspapers do not guarantee printing.

Instructors are asked to provide the following to help promote their class:

1. Instructors are encouraged to promote their own classes. *Please see attached handout for suggestions.*
2. Instructor must include a 5-sentence biography and resume describing background, experience, and interests, which qualify you to teach this course. This may be used for schedules and news releases.
3. Photos, graphic designs, or logos can enhance the effectiveness of a news release. If possible, please provide one photo or graphic per class with a correctly sized self-addressed, stamped envelope for the newspaper to return the photo to you. It is advised to include your name, address, and phone number on the back of each photo or graphic.

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- Instructors selected for this program are hired as independent contractors. As a contractor, the instructor agrees that he/she is not an employee of Sebastopol Center for the Arts, nor is he/she entitled to employee benefits such as sick leave and vacation. No deductions, withholding for any taxes, FICA contributions, unemployment, or any other employee benefits or burdens will be made by SCA on behalf of the contractor.
 - SCA shall be held harmless for any injury, loss, damages, or expense of any nature sustained by Contractor in the conduct of any class, workshop or performances, or in the execution of any duties or obligations pertaining to this agreement.
 - As a contracted instructor with Sebastopol Center for the Arts' Education Program, I agree to all of the above stipulations and requirements. I realize negligence or disregard of the above agreements may result in discontinuation of my classes and withholding of payment by Sebastopol Center for the Arts.

Title of Class _____ Quarter/year _____

Instructor's Signature _____ Date _____

Instructor's Social Security # _____

Education Program Manager Signature _____ Date _____

Return completed application and contract to Sebastopol Center for the Arts, 6780 Depot Street, Sebastopol CA 95472. Call 707-829-4797 with questions. Fax 707-829-0369.