

# Petaluma Arts Center

## Arts Teacher Guidelines



Thank you for your interest in offering a class through The Petaluma Arts Council dba Petaluma Arts Center (PAC). Please read the guidelines carefully. PAC 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. Since we have limited classroom space we cannot accept all proposals. PAC's Executive Director or Education Program Associate will call to discuss your proposal, confirm dates and clarify the terms.

### **General Guidelines and Requirements:**

Instructors selected for this program are hired as independent contractors. All instructors are required to be members of the Petaluma Arts Council. A basic membership is \$35 per year.

### **PAC will:**

1. Pay either a 60/40% split of the total class tuition OR you may rent the classroom for \$25 per hour.
2. Determine class fees.
3. Work with the instructor to determine the minimum and maximum number of students for the class.
4. PAC will notify students and instructor in case of a class change or cancellation.
5. Will reimburse instructors for all supplies and copies purchased for the class that were listed and approved in the course proposal process. A signed reimbursement form and original receipts are required. *There is no reimbursement by PAC 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.*

### **The Instructor will:**

1. Provide a copy-ready materials list if applicable.
2. If the material fee is determined in the course proposal process, it will be included in the class fee. The instructor is responsible for purchasing and providing supplies listed on the course proposal form.
3. Will be responsible for providing all copies of handouts, maps, music, lists, etc. that are required for class. PAC staff will not make any copies of class materials for you.
4. All instructors using the classroom will leave it clean; supplies, tools and equipment returned to storage areas; and tables and chairs arranged neatly. *Please see attached handout for details on classroom procedures.*
5. 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.

Both PAC and instructors will work to promote and fill classes. Classes will be listed on our website, in our e-blasts and in our written materials. In spite of everyone's best efforts, a class may not meet the minimum requirement of participants. PAC reserves the right to cancel a class before it begins without obligation to pay the instructor.

- An instructor cannot cancel or make changes in the meeting dates or times of a class without prior consultation with and approval by the PAC Executive Director.

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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 Petaluma Arts Council/Petaluma Arts Center, 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 PAC on behalf of the contractor.
- PAC shall be held harmless for any injury, loss, damages, or expense of any nature sustained by the 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 the Petaluma Arts Council, 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 Petaluma Arts Council.

Title of Class \_\_\_\_\_

Month/year \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor's Social Security # \_\_\_\_\_

Executive Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail to: Petaluma Arts Center  
230 Lakeville Street, Petaluma CA 94952  
Or fax to: (707) 789-0537