

Art Class Instructor Agreement with Pine Center for the Arts

Thank you for your interest in teaching one or more art classes at Pine Center for the Arts. In doing so, you will be helping to fulfill our mission:

"The Mission of the Pine Center for the Arts is to provide the arts for everyone. Pine Center for the Arts will be a place of learning for all ages, a place for the community to gather for artistic endeavors, and a place for artisans to teach the next generation of artists."

Instructors selected by Pine Center for the Arts are engaged as independent contractors. As such, you will be required to provide us with the following information:

Instructor's Information:

Name and Business Name _____

Mailing address _____

Phone # _____ E-mail address _____

Emergency Contact Name: _____ Phone # _____

Guidelines and Requirements

Compensation and Taxes:

1. Instructors will be required to sign a new W-9 tax form each calendar year before the first class they are teaching.
2. Pine Center for the Arts will provide instructor with a 1099 tax form at the end of the year if they receive \$600 or more from us in a calendar year.
3. Instructor's compensation will be 80% of the Class Fees collected from students of the class(es). Pine Center for the Arts will retain 20% of the Class Fees to cover marketing & administrative time.
4. Compensation will be made to the instructors by check within 15 business days of the completion of the final session of a class.

Pine Center for the Arts will:

5. Provide space for the class(es) in the center, unless alternate arrangements are made for a different location
6. Verify that the proposed class, where possible, is not scheduled during open gallery hours
7. Promote the classes, using means and methods as determined by Pine Center for the Arts.
8. Register students and collect and process fees paid by the students.
9. Notify registered students (or make an attempt to do so) of any class cancellation or change in date or time.
10. Work with instructor to determine cancellation of class if student minimum number is not met
11. Request background check to be completed prior to agreement is signed

The Instructors will:

12. With the assistance of staff, determine Class Fees to be charged so that supply needs are covered and instructor feels their compensation for time will be met.
13. Purchase all supplies needed for the operation of the class based on registered student numbers provided by Art Center staff 3-5 days before the start date of the class.
14. Explain how the class or art fits the mission of the Art Center
15. Class proposals not meeting the mission of the Art Center will not be accepted.
16. Agree to hold any class scheduled with a minimum of 3 registered students.

17. Notify Pine Center for the Arts of any changes made to the class descriptions, fees charged, etc.
18. Arrive at least 15 minutes before the start of class to prepare the space and materials for students.
19. Be responsible for any of their own possessions brought into the center. Pine Center for the Arts will not be responsible for any loss or damage to the instructor's property.
20. Maintain a safe environment. There will be no use of open flames, dangerous equipment or hazardous materials.
21. Give full attention to the class and students. Instructors are expected to minimize distractions and maintain a professional environment free of interruptions from technical devices and guests.
22. Be attentive to the time. Class should not run ten minutes more or less than their advertised length.
23. Share any photos taken of their class/end product with Pine Center for the Arts for advertisement purposes.
24. Not promote outside business ventures during class. Instructors are welcome to hand out business cards and encourage students to connect with them about future opportunities.
25. Leave the center clean and secure after class. If there is no representative of Pine Center for the Arts available to lock up after the class is over, the instructor should be trained in how to do so, and must leave the center securely locked up.

Pine Center for the Arts and the Instructors will:

26. Mutually agree on the dates and times of individual classes using the Google Forms provided by the Art Center
 - Classes can be set up as individual sessions (as a workshop) or in weekly sessions lasting 1-2 hours per session over a 3-6 week time frame.
 - Classes are generally held in the early evenings of weekdays, starting at 6:30 or 7:00 PM, or on Saturdays mornings. There may be lessons or other activities taking place in another area of the center while the class is being conducted.
27. Ensure that the instructor completes a criminal background check if teaching class of students less than 18 years of age. The instructor is responsible for the cost of the background check.

I have read and agree to the Guidelines and Requirements section of this agreement. This agreement will remain in effect for one year following the date of signature from the instructor as noted below Reminder: All class content must relate to the mission of the Art Center.

Instructor's Signature _____ Date _____

Pine Center for the Arts – Acceptance _____ Date _____