



Class Instructor Contract

This contract is between the Lander Art Center and _____ (instructor)
for (class name)_____.

Class will take place on: _____
_____ Date(s).

During the times of: _____

At (location): _____

- The instructor must be present at the location for the preceding dates and times, unless in the event of extenuating circumstances. In this event, the instructor will inform the education coordinator As Soon As Possible so a replacement can be found.

Payment:

The instructor will be paid \$ _____ per hour as an independent contractor. The instructor will also be paid for one hour per class meeting for preparation as well as one hour of clean-up. The instructor is required to be at the classroom location to set up at least 30 minutes before the class. The instructor will be set up fully and ready to teach at least 10 minutes before the scheduled start of class. Instructors will not be paid based on the number of students.

The instructor is responsible for submitting an invoice to the education coordinator by email or in person for the above services.

Anticipated invoice amount: \$ _____
(total number of hours worked plus prep hours _____ X \$ _____ per hour)

Instructors will be reimbursed for supplies purchased for class with pre-approval from the education coordinator as indicated in the class proposal. Instructor must provide receipts for reimbursement. Reimbursement charges will be added to the total invoice.

You are encouraged to participate in promoting your class. The class may be canceled if minimum registration has not been met.

Minimum number of registrants for this class: _____ Maximum number of registrants: _____

The instructor must be available to answer inquiries regarding the class in a timely manner. In the event that there is an issue with the class structure, the education coordinator and the instructor will resolve it no later than 1 week before the start of the first class (i.e. specific class meeting place, class time, dates, number of students, etc.).

Phone #: _____

Email: _____

I am most responsive by (circle all that apply): CALL TEXT EMAIL

Addendum for special circumstances (circle one): YES NO

Have you previously submitted a W-9 Form to LAC (circle one): YES NO

Class Proposal approval date: _____ (please attach to contract)

The Lander Art Center retains the right to terminate this contract if expectations for the class are not met.

Signed (instructor) _____ Date ____ / ____ / ____

Signed (education coordinator) _____ Date ____ / ____ / ____