



Tacoma Art Place Instructor Agreement

Tacoma Art Place is dedicated to providing affordable space, equipment, and training to help people explore their creativity. Tacoma Art Place (TAP) puts a special emphasis on scholarships to underserved groups in the community. Currently The Greater Tacoma Community Foundation is over-seeing our financial matters while TAP seeks its own 501(c)3 status.

Our inventory of supplies and equipment will continue to grow with generous donations. We may be able to provide a specific set of supplies or special equipment needed for your particular class (cost permitting); if nothing is pre-arranged we expect that you will have equipment and supplies covered. If TAP has equipment you wish to use during your class please let us know in advance what will be needed. We will continually add equipment to our website Wish List and hopefully find a donor for the needed equipment. We will have the larger equipment i.e. kilns and darkroom up and running soon.

Teachers as Volunteers-Community Empowerment Classes

If your class is a Community Empowerment Class (free of charge) then you agree to keep accurate records of the class attendance for TAP and to share that information at the end of each class with the Volunteer on Duty. This information will help to aid TAP in receiving grants in the future. You are encouraged to contact local businesses who carry the supplies you may need for teaching and ask if they are willing to donate supplies once or continually. Businesses that choose to donate will have the opportunity to have their logo and contact information featured next to your class information on TAP's website and on other promotional materials.

Teachers as Independent Contractors

As an Independent Instructor at TAP you are free to suggest your own class style, length, attendance, time, and date. Once agreement is made by both parties (you and TAP), you are an independent contractor and TAP will not dictate any aspect of your class other than providing space for the class to be taught during normal business hours. The success of your class is determined by **you**. Please do not solely rely on TAP's website or TAP Newsletters to members as an avenue for advertising. We encourage you to help advertise **your** class.

TAP requests that you charge a per-class fee rather than a class-series fee. Soon, we will develop a pre-payment requirement and a cancellation policy to aid you in determining the financial success of your class. Currently we are not accepting pre-payments for classes here at TAP. Payments for classes will be accepted as the students arrive for class. We ask that you to contact us for any RSVP's made during the days prior to your class so that **you** can make reminder calls to all in advance of your class and hopefully achieve 100% attendance. It is important for you to tell us if you have a minimum requirement for RSVPs and to let us know a few days prior to your class whether this requirement has been met. We would like to keep last minute class cancellations to a minimum.

When charging a class fee please remember part of our mission is to keep classes affordable and there must be agreement between TAP and you on the cost prior to scheduling. You also agree that there will be a 75% (you) to 25% (TAP) split in the total intake of class monies. The Greater Tacoma Community Foundation will issue a check to each instructor typically within three weeks following the filing of the completed class attendance forms. The Class Attendance Form will be documented by both the teacher (you) and the TAP Volunteer on duty to confirm how many paying people attended the class (and noting at either the full rate or Member rate). You will receive a copy of this form after the completion of your class. Please make sure that **all** information is **completely accurate** prior to signing!

As an instructor at TAP it is required that you allow 15% to 25% of your class to be fee-waived participants (if people request it-there is a request form which needs to be filled out in advance of the class). This means that TAP will not collect, nor will you collect **any** fee from this/these person/persons for your class. The decision of qualification for waiver of fee is decided by TAP. Please put any people whom you feel would qualify in contact with Linda at: linda@tacomaartplace.org or ask that they leave a message on the phone at TAP: 253-238-1006.

If several people RSVP and pay for your class and no one asks the fee to be waived that is fine too. It is just necessary to agree that if someone requests the fee waived that under the TAP Mission, these people will be accepted up to 25% of the class total.

TAP also requires a reduced rate to be offered to TAP members, a typical amount would be a 20-25% discount. TAP members will most likely be your repeat customers. Monthly (or more often) notifications will be sent out to all members to let them know of upcoming classes.

As with free classes, you also are encouraged to contact local businesses who carry the supplies you may need for teaching and ask if they are willing to donate supplies once or continually. Businesses that choose to donate will have the opportunity to have their logo and contact information featured next to your class information on TAP's website and on other promotional materials.

General Information about using TAP Facilities:

Any food products brought into TAP for use during your classes must be in individual servings (separately packaged) i.e. no two liter bottles of soda, no large deli plates or boxes of donuts. These are Tacoma Health Department guidelines that must be followed by those using TAP facilities for publicly advertised events. You are not required to bring refreshments. At this time TAP cannot afford to offer refreshments at the classes.

TAP facilities must be left clean and organized after your class. TAP house rules must be followed. You and your students are responsible for returning all chairs, tables, supplies, and equipment to their original places.

TAP wishes you the greatest success with your class/classes and hopes that you find teaching at TAP a rewarding experience.

Tacoma Art Place Teaching Agreement

By signing below, you agree that you have completely read and completely agree with the information above. You also agree that you will not hold Tacoma Art Place (TAP) responsible in any way for the success or failure of your class.

I, _____ will be teaching a class at Tacoma Art Place (TAP). I release Tacoma Art Place from any responsibility for the financial success or failure of my future class/classes. I agree to keep accurate financial records and will turn over any class payment/payments given to me-to TAP. I agree to keep in contact with Tacoma Art Place with any questions or changes to my class. Finally, I agree to make my class accessible (fee-waived) to a percentage of the community (not to exceed 25% of class total, unless class is a Community Empowerment Class (non-fee class to begin with) regardless of their ability to pay.

Signed _____

Date _____