

INSTRUCTOR CONTRACT FOR ADULT ART WORKSHOP

Sponsored by the Spanish Peaks Arts Council (SPACE) PO Box 803, La Veta, CO 81055

This is a contract between INSTRUCTOR _____
and the Spanish Peaks Arts Council (SPACE) 132 W. Ryus Ave, La Veta, CO 81055

TITLE of WORKSHOP _____

DATE(s) Requested _____ Approved (SPACE) _____

TIMES _____ FEE (per student) \$ _____ Materials Fee (if any) \$ _____

MAXIMUM number students your workshop can accommodate _____

Note: The SPACE classroom can handle 10 comfortably, but can hold 12 students if desired.

There must be a minimum of four students taking the workshop. If there are less than 4 people signed up 7 days prior to the workshop's scheduled date, it will be cancelled at that time—unless there are 3 people registered and you (the INSTRUCTOR) choose to proceed with the workshop with 25% less remuneration.

Student fees must be at least \$10 per class hour. SPACE will retain 30% of fees collected for instructors who are SPACE members; nonmember instructors will be charged 40% of fees collected. The balance will be paid to the INSTRUCTOR. A \$50 deposit is required with this application, which will be returned when the classroom is inspected by a SPACE representative after the workshop. The deposit is forfeited if the facility and furnishings are not in the same condition as they were prior to the workshop. Clean-up materials are provided as well as plastic to cover tables during the session. If necessary, the floor should also be protected. If plumbing repairs are required, the cost will be taken from the deposit. The deposit is also forfeited if the INSTRUCTOR cancels within three weeks of the scheduled workshop. However, it will be returned if the workshop is cancelled due to insufficient students or weather-related situations.

The INSTRUCTOR may exhibit one or two examples of their work at SPACE, typical of what will be taught in the workshop, as soon as arrangements have been finalized to offer their workshop. A Bio/Artist Statement, brief description of your workshop offering and digital images (examples of the subject being taught) are required with this application and should be emailed to spanishpeaksarts@gmail.com. It is up to the INSTRUCTOR to provide examples for display and links to any web presence. Unless the INSTRUCTOR provides the materials needed for the workshop, the INSTRUCTOR will need to provide a list of supplies students are required to bring. Costs of INSTRUCTOR-provided materials can either be included in the workshop fee or covered by a separate materials fee, which will be paid directly to the INSTRUCTOR at the time of the workshop.

SPACE will publicize your workshop through various media which may include brochures, flyers, news releases, email notices to SPACE members, the SPACE newsletter, the SPACE website, social media and local community calendars. Instructors may provide additional publicity.

SPACE is not responsible for accidents or injuries in the workshop with materials being used. Do not use propane appliances/tools in the workshop. **ONLY CLEAR WATER CAN BE Poured DOWN THE DRAIN.** Do not run the water full strength. If a lot of water is needed, run it in the bucket and empty the bucket in the flowerbed outside the building after the workshop. Please turn down the thermostat or turn off the air conditioner, turn off the lights and close the windows as you leave.

SIGNED _____ DATE _____
Instructor

Mailing Address _____
Street City State Zip Code

Phone _____ Email _____

Amount Paid _____ FOP _____ . Rec'd by _____