

WINDSOR ART CENTER STUDIOS (WACS) TEACHER APPLICATION

APPLICANT INFORMATION

Name:

Are you a current Windsor Art Center (WAC) Member?

Date of Application:

Current address:

City:

State:

ZIP Code:

Phone:

Email:

ART CLASS PROPOSAL

- Classes are run as 1 time workshops that are 2 hr, 4hr (half day) or 7 hr (full day) in length.
- The charge to participants is \$30/2hrs, \$50/4hrs or \$95/7 hrs, plus the cost of materials.
- Teachers receive 40% of the collected tuition for the class. Please set your class minimum accordingly.

Description of Proposed Class or Workshop

(Be concise and thoughtful. If accepted, the information from this application will be shared for promotional purposes)

Length of Class:

*****Please attach a bio (specific to your experience relating to this class or teaching)***

*****Please Attach a Digital Image Related to this Course Content if applicable
(What will participants be making/doing?)***

Participant (room capacity is 12)

Min:

Max:

Approximate Materials Fee for Participants

Approximate Materials Fee Participants should expect (may be a range):

Materials List:

What do Participants need to bring?
(if nothing, please state that)

What does this fee include?

Website where participants can find more information about the teacher or class: (if applicable)

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Teaching Agreement

Registration/Payment Schedule/Cancellation Policy. All registration/class payment will take place through the Windsor Art Center Website. The teacher shall receive 40% of the tuition collected for this class. Payment will be made to the Teacher within one week of WAC receiving final payments from registered participants. Classes must meet the minimum participants set by the Teacher at least one week prior to scheduled class or will be canceled and participants will be refunded in full.

Responsibility of Teacher to Class. It is the responsibility of the teacher to prepare the class which they have proposed. The teacher must provide all necessary equipment. The teacher must provide all necessary materials, along with a specific materials fee to be listed along with the program description. That fee will be paid by cash or check at the start of the class to the teacher by each participant. Once the class has been scheduled with a minimum number of participants, the teacher is responsible for teaching the class or arranging for a suitable substitute in the event they are no longer available. In that case, the person who teaches the class receives the compensation.

Responsibility of Teacher at the end of Class. The classroom space must be left in a condition ready for use by the next teacher, which means: Remove all equipment and supplies that you have brought for your class, unless otherwise arranged for storage. Equipment supplied by WAC must be neatly organized in the appropriate place or returned to the Classroom storage area. Classroom floor should be clear of debris. Perform any clean-up necessary. Respect that the bathroom and kitchenette are a shared space. Please keep these areas tidy if you or your group makes use of them. Do not move or remove any other furniture or equipment found in building or adjacent rooms unless arrangements have been made with WAC staff. Please leave the classroom door locked and lights off upon leaving.

Facilities. Entrance to the building is only through the doors on the northwest side of the train station (facing Broad Street). A WAC staff member will open the building for you at the beginning of your scheduled time and return to close at the end, though doors remain locked from the outside at all times. Should you or your participants leave the building during the class, you or they will effectively be locked out, so plan accordingly. You are prohibited from blocking the door in any manner to keep it from locking you out. Any loss or damage resulting from your efforts to keep the door open, including losses suffered by studio tenants, will be your responsibility. The classroom space at WACS is equipped with folding tables, folding chairs, a dry erase board and markers. There is a small kitchenette with a microwave, sink and a small refrigerator, along with a bathroom in the hallway. The microwave and refrigerator are for FOOD USE ONLY and cannot be used for art materials or processes. Use of this equipment for purposes other than food storage or preparation, will be considered damage of equipment, as it will no longer be safe for food use. The classroom has wireless Internet connectivity available upon request by the teacher. Please communicate to your participants to respect that this building has studio tenants. This agreement does not give you or your participants access to studio tenant areas. This agreement allows for limited access to the classroom and restrooms spaces only.

Liability & Insurance. Accidents must be immediately reported in writing to the WAC within 24 hours. Teachers of WAC sponsored events are covered by WAC's general liability insurance.

Endorsement. This application is for the proposal of a WAC sponsored class. WAC will take responsibility for promotions, marketing and registration. As a paid teacher for a WAC program, we expect you to conduct yourself in a manner that positively represents the WAC, its mission statement and expectations of respectful inclusion of all participants.

Monetary Solicitation. Nothing may be sold on the premises nor may orders for items be taken beyond class working materials.

There is No Smoking in or around the facility.

Alcohol.

Alcohol is only permitted at special events with the prior written approval of the WAC Classroom Committee.

American Disabilities Act (ADA). Classes taught at the WACS are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.

SIGNATURE

To the best of my knowledge the information I have provided in this form is accurate. If approved by the WAC Classroom Committee, I will be contacted by the Education Director to schedule this class. I agree to the above conditions and understand that if I fail to meet the above expectations, I will not be asked to return as a teacher and future classes I have proposed may be canceled.

The WAC reserves the right to refuse any application.

****For applications submitted digitally, typing your name in the box below constitutes you signing this agreement.*

Signature of applicant:

Date: