City of Arcata Recreation Division
Contract Recreation Classes
Policies and Procedures

General Information

Thank you for your interest in offering a contract classes for the Arcata Recreation Division. We appreciate your desire to share your special skill or talent with other members of the community.

Do not hesitate to ask questions if you are unclear regarding any of the information contained in this document.

Class Proposals

Complete and submit a Class Proposal Form (one per class). List your specific qualifications to teach this class including any prior experience, certifications, degrees, etc.

Keep in mind that the most successful classes are those that meet once a week, for 4-6 weeks, 1-1.5 hours in length for youth and 1.5 to 2 hours in length for adults. Fees generally range from $5-$7/hour for youth and $8-$10/hour for adults. A $10.00 Non-Resident fee will be added to registration fees for those participants who live outside the City limits of Arcata. The City of Arcata will retain this fee.

Classes are generally offered Monday through Thursday, starting at 4:00 p.m. for youth and 6:30-7:00 p.m. for adults.

When determining the supplies needed, instructors should plan to provide supplies at the first class meeting or develop a list of basic, low-cost supplies to be used at the first class. A supply list, including possible sources and costs, can be handed out once you determine that the class has enough participants to be offered.

Once you have submitted your proposal, the Recreation Coordinator will review the proposal and determine if there is interest or a need in the community for your class.

Insurance

Instructor must provide insurance coverage for proposed classes. The insurance needs to have:

1. Minimum of $2 million general aggregate and $2 million each occurrence
2. Endorsement having the City of Arcata as additionally insured
3. 30 day notice given to the City of Arcata if you were to cancel your insurance

Business License

Upon approval of the class, all instructors must purchase a business license. Application forms are available at the Finance Department. The license fee is $10 per quarter or $40 per year.

T.B. Test

If accepting students under the age of 18 you must have a T.B. test and results on file in the Recreation Office prior to your first class meeting. If you need a T.B. test, contact the Recreation Office for instruction. TB tests are good for 4 years.

CPR/First Aid
All contractors working for the Recreation Division must have current CPR/First Aid cards.

Fingerprints
All contractors working for the Recreation Division must have Livescan prints taken. You will be asked to complete a LiveScan request form and provide a picture I.D. Instructors pay applicable fees.

W-9
All contractors are required to submit a W-9 form.

Facilities
Upon approval of the class, a facility will be reserved based on the choices you have provided regarding day, time, and place. Instructors are responsible for the set-up, clean up, and take down of necessary equipment including tables and chairs.

Class Promotion
Once the class has been scheduled, it will be advertised on our website at: **www.cityofarcata.org/rec** and through postcards, brochures, or flyers, which are distributed through the mail and to local schools. The Recreation Division office also sends news releases to local newspaper, radio, and T.V. stations.
Instructors are encouraged to design flyers for distribution. If you would like to design/develop the flyer, the Recreation Coordinator must approve it before any copies are made. The Recreation staff will make up to 30 copies of your flyer, per class, on colored paper. It is your responsibility to distribute the flyers. Be aware that it is against the law to post flyers on telephone poles in Arcata.
Flyers must note that the Arcata Recreation Division sponsors the class and list the Division's phone number and website for more information. You may also list your phone number and/or website as an alternate contact for information.
If you would like to place an ad for your class, you must first have the ad approved by the Recreation Division staff. It is your responsibility to make arrangements for design, placement and payment of the ad.

Class Registration
All participants must complete or have on file, a current master registration form. If he or she is under the age of 18, a parent or legal guardian must complete a youth master registration form. Payment is due at the time of registration. Participants who have a current form on file can pay over the phone using a Visa or MasterCard or register by mail. Walk-in registration is accepted during our business hours. Instructors are responsible for accepting registration at the first and second-class meetings if openings are available.

When participants register for your class, our registration system places their name on a class roster and deposits the fees paid into your class account. The registration system tracks enrollment so that your class will never exceed the maximum.

Supply Fees
You may charge a supply fee, in addition to the class fee, if you are providing the majority of the class supplies. Students will pay the supply fee directly to the instructor. If requested however, participants must be allowed to purchase their own materials from the source/store of their choice.

Refund Policy

The Recreation Division policy states that refunds will be given for class fees, if a completed refund application is received in our office prior to the ***second class meeting***. If the student attended the first class, he/she will be charged for one class. Full refunds will automatically be issued if the Recreation Division or instructor cancels the class. A refund application is not necessary in this case.

Payment

You will receive 60% of class fees based on attendance. Payment of class fees will be made at the end of the class session, or if an on-going class, at the end of each month. A check will be mailed to your mailing address unless other arrangements have been made with the Recreation Coordinator.

Misc. Information:

Arcata Community Center: 321 Community Park Way	Arts & Craft (40), Kitchen, Gymnasium (600), Teen Room (40), Senior Dining Room (96)
D Street Neighborhood Center: 14th & D Streets	Capacity 140
Library Conference Room: 500 7th Street	Capacity 33
Redwood Lodge: Redwood Park 490 E. Park Rd	Capacity 50
Redwood Lounge: Redwood Park 499 E. Park Rd	Capacity 35

Arcata Recreation Division

Creating Community
Through People, Parks and Programs