



Thank you for your interest in offering a class at the Gualala Arts Center as an independent instructor. Please follow the guidelines listed below. Contact David 'Sus' Susalla regarding available classroom times and dates.

- 1. Artists must be current members of Gualala Arts.**
- 2. Contract classes are offered on a 75/25 fee basis (artist 75%, GAC 25 %.) The instructor sets class fee. Non Gualala Arts members add 10%.**
- 3. Minimum/ maximum number of students for classes is determined by the instructor.**
- 4. Gualala Arts will notify registered students in the event of a class change or cancellation.**
- 5. All instructors using the classroom facility will leave the room clean with tables and chairs arranged according to office request. Please use recycling bins.**
- 6. Instructors are responsible for class notes and creating and distributing their own flyers. All flyers must be approved by Gualala Arts. Gualala Arts will provide up to 20 copies of the flyers for each class. Additional material can be run off on our machine for 10 cents per page for black and white and 75 cents for color. Gualala Arts sends out public service announcements to a wide variety of media centers, including local newspapers and radio. Gualala Arts classes are included in our monthly newsletter Sketches, which reaches over 900 households. Class details need to be submitted to publicity on the 1st of the month prior to your class (preferably via e-mail at pr@gualalaarts.org)**
- 7. A \$25 starter fee is required at the time this proposal is submitted. This fee is fully refundable if the class meets its minimum enrollment. If the class does not meet its minimum enrollment by the second class session, Gualala Arts will charge this fee for set-up costs, reserved space, and advertising.**
- 8. It is understood that contractual instructors are not covered by Worker's Compensation Insurance and Gualala Arts makes no deductions for unemployment, disability insurance, or social security.**

Instructor's Name: _____ **E-Mail Address:** _____

Mailing Address: _____

City: _____ **Zip:** _____

Phone: _____ **SSN:** _____

Title of Class, Workshop: _____

Description for Sketches: _____

Age Level: _____ **Class Size: Min:** _____ **Max:** _____ **Class Fee:** _____ **+ Materials Fee** _____

Dates: _____ **Time:** _____ **Days of Week:** _____

Prerequisites _____

Equipment or set-up needed _____

In addition to the Arts Center, how will you market your class? _____

Questions: 884-1138 Return to: Gualala Arts Center, PO Box 244, Gualala, Ca 95445