

SPACE AVAILABILITY: We try to accommodate all of our instructors, but we make room assignments according to space availability and changes may be necessary, depending on other scheduled events.

ADVERTISING

- Activities Guide: Each class is advertised in our seasonal guide and on our website (www.seb.org). You can also pay for an ad in the activity guide.
- Flyers, Postcards: Instructors must include "Sebastopol Community Cultural Center" and logo on all printed material. Distribution of materials should be done after class acceptance has been received.
- Instructors are encouraged to post information about their class to online sites to publicize.
- You are encouraged to join our instructor orientations held 3 times a year to learn about promoting your class.

ESTABLISHING CLASS FEES

- Class fees are set by the instructor, but are subject to the approval of SCCC. Because we are a community center, we like to make our classes available to as much of the public as possible, but it is also important to set a fee that will compensate you appropriately and ensure a fair return to SCCC.
- Instructors are encouraged to review the Activity Guide to familiarize themselves with fees other instructors are charging.
- Instructors are responsible for collecting all materials fees.

INSURANCE REQUIREMENTS

- SCCC requires liability insurance for all classes. All rental instructors are required to provide SCCC with a Certificate of Liability Insurance and an Additional Insured Endorsement
- It must be submitted to SCCC with the Instructor Agreement. All renters will receive a copy of the Insurance Requirement form in the Instructor/Renter packet.

INFORMATION GUIDE for Instructors



Sebastopol Community Cultural Center

390 Morris St Sebastopol CA 95472

Website: www.seb.org

Email: alison@seb.org

Thank you for your interest in teaching a class through the Sebastopol Community Cultural Center, please fill out and submit the current proposal form to the SCCC office or submit electronically (www.seb.org) Office hours are Tue – Fri, 10am – 4pm.

Carefully complete the class proposal. Priority will be given to instructors who have submitted fully completed forms. Incomplete proposals will not be accepted. Providing alternative days and times helps us find room for your class.

We accept proposals year round, but we do have deadlines if you want to be in our Activity guide. The guide is produced 3 times a year and focuses on specific dates. (see below).

- Spring Guide: January 1st – May 30th
Submission window: Aug 24 - Sept 7, 2018
- Summer Guide: June 1st- August 31st
Submission window: Feb 2019
- Fall Guide: September 1st – December 31st
Submission window: May 4, 2018 - May 18, 2018

Proposed classes will be reviewed and selected based upon the following criteria:

- Adherence to the SCCC Mission Statement (see below).
- Community interest in the subject matter of the class.
- Instructor qualifications.
- Availability of appropriate space within our facility.

SEBASTOPOL COMMUNITY CULTURAL CENTER MISSION STATEMENT:

The Sebastopol Community Cultural Center commits itself to providing community events, educational and recreational classes, social and cultural services, and rental use of SCCC facilities. We strive to improve the quality of life in Sebastopol for individuals and the community as a whole.

DEADLINE: Submit a completed class proposal form to SCCC by the deadline. We will not give late entries priority and we may not accept them.

NOTIFICATION: If your Class Proposal is accepted, we will contact you within a few weeks after the proposal deadline date to complete an Instructor Agreement. If your proposal is not accepted, you will be notified by email.

INSTRUCTOR DEFINITION:

- *Ongoing Renter (Instructor):* As an ongoing rental instructor, you are responsible for all class registration and class fees. Ongoing means the same time every week or every month. A minimum rental of 3 months is required. Rent is due on the 1st of each month. Renters pay for a full month even if they elect not to schedule their class on one or more days that month. Rental fees depend on which room and time of day/evening. Instructors must provide their own insurance documentation (see Insurance requirements below).
- *Ongoing Renter (Private):* A minimum rental of 3 months is required. Rent is due on the 1st of each month. Renters pay for a full month even if they elect not use their space on one or more days that month. Rental fees depend on which room and time of day/evening. Private renters must provide their own insurance documentation (see Insurance requirements below).
- A \$25 key deposit and a \$25 room reservation fee are required.
- When an agreement is signed, you will receive a welcome packet and a renter manual with all of the details regarding the space.