



Queen Anne's County Centre for the Arts 206 S. Commerce St. Centreville, MD 21617
(410) 758-2520 www.queenannescountyarts.com

CLASS PROPOSAL FORM

Instructor Information (please print or type)

Name _____

Soc. Sec. # _____

Address _____

City _____ State _____ Zip Code _____

Telephone (cell) _____ (work) _____

(home) _____ (email) _____

Class Title: _____

Number of sessions _____ Ages _____ Minimum # of students _____ Maxi # _____

How many weeks/days for this class? _____ Time of day/eve _____ am/pm to _____ am/pm

Day of week in order of preference 1. _____ 2. _____ 3. _____

Dates (include start date and end dates) _____

Class Fee: \$ _____ Arts Council Members \$ _____ Non-members (\$5 more)

Are materials required? Y/N If yes, please provide a list. Additional fee for materials? Y/N
Amount _____

Description of class and Photos: (attach print photos and BIO or send digital copies through email)

Please note any special requests: _____



The deadline for registration will be set for one week prior to the class start date. If you need to set the deadline earlier or later, please indicate that date here: _____

Instructor's Fee Indicate pay structure here: 1. _____ 75% of enrollment OR

2. \$ _____ flat rate (enter amount)

- **Class Registration Fees:** A five dollar (\$5) non-refundable registration charge will be added to proposed class fees. (i.e.: If you set your class for \$100, we will list class at \$105 for non-members and \$100 for members.
- **Payment Structure:** The Arts Council will pay each instructor 75% of the class cost offered to students (less registration fees), based on total class enrollment. **OR** Instructors preferring to set a flat-fee for their workshop will include that amount in this proposal. The Arts Council will establish student minimums for flat fee arrangements.
- **Setting Class Fees:** We ask that instructors establish class fees and keep them consistent for the first 12 months of each class offering. That is, any identical offering should be submitted without increase for at least one year. If you feel that a significant change in a prior course offering is warranted and need to increase student fees for that class, please explain in a note submitted with your proposal.
- **Liability:** The Arts Council shall be held harmless from and against any claim, suit, damages, proceedings loss, injury or liability (including attorney's fees) whether in contract or in tort (including negligence) arising out of, or related to any damage or loss of property or injury to person (including death resulting caused by or arising out of, or related to, any damage or loss of property resulting therefrom) caused by or arising out of the performance of the services proposed in this agreement. This agreement shall be governed by and construed in accordance with the laws of the State of Maryland. Signing this agreement to teach implies acceptance of all policies as stated above.

Signature(s): _____

Date: _____

Thank You for helping us to bring ART opportunities to Queen Anne's County