

Benicia Contract Class Fact Sheet

Thank you for your interest in becoming a contract class instructor with the Benicia Parks and Community Services Department. Please read the following information carefully. Most of your questions should be answered. However, if you need further information, please contact Jill Wynn, Recreation Supervisor at (707) 746-4772.

Instructor Questionnaire/Application

All individuals interested in offering a class through the City submit the Instructor Questionnaires/Application form to the Parks and Community Services Department for review. Once the application is reviewed individuals are contacted.

Questionnaire & Application Review & Evaluation

All classes submitted are reviewed by the Recreation Supervisor and evaluated using the following criteria: potential for success, marketability, facility needs, facility availability, uniqueness, pricing, revenue generation, etc. To get an idea of what classes are currently being offered and their fees, please review an Activity Guide, which can be obtained at the Benicia Community Center. An interview will be held with the potential instructor and the Recreation Supervisor (either in person or on the phone) during the evaluation process. Potential instructors may be contacted and asked to modify class proposal or times to match room availability for the season. Unfortunately, the Department cannot offer all classes. After review, all instructor applicants are notified of the status of their applications by phone or letter/e-mail.

Dates, Times and Facilities

Dates and times of classes suggested by the instructor are subject to change depending on existing classes and facility availability. Classes may be held indoors at the Community Center, Youth Center, Senior Center, and Clock Tower. Also, take into consideration the target group of your class. Example: Adult classes in the evening, children's classes in the afternoon, weekends or early evening. Review a calendar to avoid scheduling classes **on** or **near** holidays.

Evaluation of Class and Re-submittal of Classes

Classes are evaluated by students and the Recreation Supervisor in respects to administration, appropriate content, instructor's cooperation, and public demand. If a new class fails to have enough students to hold the class, it may be offered again the following quarter (with instructor agreement). If the class is cancelled a second time, the class will be retired. The instructor is responsible to submit the class for re-consideration.

Instructor Contracts

When the Department has accepted a class and a verbal agreement reached with the instructor, a packet is sent by mail or e-mail including an instructor contract, W-9 form, and a fingerprinting authorization sheet.

Contracts are negotiated on a 60-40 split (60% instructor / 40% Parks and Community Services). As a contract instructor, you receive your percentage of the Base Resident Registration fee for each registered participant. The Instructor informs the Recreation Supervisor of the amount they want to set for the Base Resident Registration fee. The Recreation Supervisor calculates the Resident & Non-Resident fees listed on promotional material using formula listed below.

Calculating Class Fees

(Example: series of six classes)

Instructor determines: \$5 per class x 6 classes
= \$30 (Base Resident Registration fee)

The City will publish prices as \$32 Residents / \$40 Non-Residents

\$30 + \$2 administration fee = \$32 total for Residents

\$30 + 25% = 37.50 + \$2 administration fee & rounded to whole dollar = \$40

Instructor payment: 60% of the Base Resident Registration fee
60% x \$30 = \$18 per participant

The information is provided for your knowledge. The Department calculates instructor payments.

The Department determines administration fees. The fees help to offset the cost of processing registration. Administration fees are not included in class fees for contractor payments. They are deposited into the City's General Fund.

Those persons not living or working in the city of Benicia must pay an additional 25% for the class. Non-resident fees are not included in class fees for contractor payments. They are deposited into the City's General Fund.

Materials Fee Policy

Materials fees are determined by the instructor and intended to cover the costs of supplies and materials used by students. Participants pay the materials fee directly to the instructor during class.

Payment for Services

Instructors are generally paid within 15 working days of the final class meeting. Payment is based on the records kept at the Department office. It is the instructor's responsibility to make sure all students have registered with the department **prior** to participating in class. Class roll sheets can be printed at the Benicia Community Center.

Benicia Business License & Home Occupation Permit- Required

In accordance with City of Benicia Policies, a Benicia Business License is required prior to teaching a class. Licenses are renewed annually. Licenses may be purchased through the Finance Department at City Hall, 250 East L Street and a copy should be submitted to the Parks & Community Services Dept.

Business Licenses vary in cost based on the type of class. Most class types are "Class C"= \$55/year. Dance classes are "Class B"= \$65/year.

Home Occupation Permit is required for Instructors living in Benicia. A one-time home occupancy fee of \$50 is collected by the Finance Department (this means instructors run their business out of their homes & keep their "books" at this location). Home Occupation Permit Applications are available at Finance & Parks & Community Services.

Insurance

Classes with a level of risk will need to carry general liability insurance for \$2 million and name the City of Benicia as additionally insured. The Parks & Community Services Dept & City Attorney's Office determines which classes require insurance. It is possible to purchase insurance through the City Attorney's Office.

Advertising Fee

Classes are listed in the Activity Guide that is printed & uploaded to our Web sites. Activity guides are mailed to residents and available for residents & non-residents to pick up at City facilities. Instructors pay the City \$5 for each class advertised per issue (3 issues/year), not to exceed \$20.

FOR OUR 40% WE PROVIDE:

- ◆ Advertisement in the Activity Guide
- ◆ Registration processing
- ◆ Contract processing
- ◆ Facility scheduling and utilities
- ◆ Accounting support
- ◆ Direct mail, subject to approval
- ◆ Class listing on Benicia Cable, subject to availability at the Department's discretion
- ◆ Participant evaluation results

FOR YOUR 60% YOU PROVIDE:

- ◆ Aggressive promotion of your class
- ◆ Set-up and clean-up of facility
- ◆ Organized & quality instruction
- ◆ Accurate daily attendance roster filed with the Department following completion of last class
- ◆ Constant communication with the Department & students
- ◆ Support of & adherence to all Department policies & regulations