



Parks & Community Services

Contract Instructor Information

370 East L Street, Benicia CA 94510

707-746-4285

pcs@ci.benicia.ca.us

www.beniciarec.org

Welcome

Dear Potential Instructor,

Thank you for your interest in the City of Benicia's Parks and Community Services contractual programs. We are dedicated to providing the community with a variety of recreational activities, as well as a high level of customer service to assist in building a strong community.

Within this program, our instructors are contracted on a 60/40 revenue split. This means the instructors received 60% of the base fees collected from the registrations for their classes/programs and the City receives the other 40% of the fees. The revenue split is negotiable to a different rate, if there is a direct benefit to the participants. Class fees are set by the instructor according to the revenue split, with an additional 5% added for registration software fees. Instructors will be paid at the end of the month in which their class ends.

All new contract instructors will be required to provide proof of insurance as part of the contract process, with the City of Benicia, its council members, officers, agents and employees named as additional insured on a separate endorsement. Instructor insurance can be purchased through the City for Benicia classes only.

The use of City facilities/property is recommended and is based on availability. Use of any City facility must be approved and scheduled with the Department. Registration will be accepted by the Department via online or in-person enrollment. Registration and payment cannot be accepted by instructor during class.

Please review the attached information, complete the instructor application and return it to 370 East L Street, Benicia, CA; or email pcs@ci.benicia.ca.us. A Recreation Supervisor will review the application and contact you for additional information. Once the application is approved, you can begin the process of securing the appropriate insurance documents.

How it works...

- The process begins with the independent contract instructor “proposing” a course or program with the form enclosed in this packet. That proposal will then be submitted to the City of Benicia Parks and Community Services Department, Attn: Wendy Stratton Monahan.
- The proposal will then be reviewed and assessed to determine the class/program’s potential in meeting the department’s visions and then contact you for a more detailed discussion regarding the specifics regarding facility suitability and availability, fee structure, course time frames, participant minimums and maximums, age ranges and course descriptions.
- Once the proposal has been accepted, a formal written contract will be produced which specifically outlines the agreement.
- Once the contract has been approved and executed, your class can begin. The recreation guide/newsletter is published three times a year, so you’ll be asked to submit your class proposals and descriptions a few months before each guide cycle. Classes and programs can be started outside of the production schedule however, they will not be included in our publication.

Contract Sessions

Spring Session: February - May

- o Proposals for this session will be due in November.

Summer Session: June - September

- o Proposals for this session will be due in March

Fall/Winter Session: October – January

- o Proposals for this session will be due in July

Additional Information

- *Facility Use:* City facilities may only be used for the classes listed in our registration system or approved by city staff. Any unapproved use of the facilities or unauthorized access to the facility may result in termination of the contract.
- *Marketing:* The City advertises all classes and programs in our online Rec Guide and will highlight classes on social media, when appropriate. We recommend that you do additional promotions for your classes through marketing channels available to you. We do not have resources to assist you with marketing.
- *Instructor Payment Schedule:* Contract instructors are paid at the end of the month in which the class ends. Requests for payment are submitted to Finance on a Monday and checks will be mailed out on Friday of the same week. On occasion, it may take up to two weeks for checks to be processed.