

## Teaching Contract Between Teaching Artist and Valley Art Association

This CONTRACT is entered into on \_\_\_\_/\_\_\_\_/\_\_\_\_,

by and between the TEACHING ARTIST \_\_\_\_\_ and VALLEY ART ASSOCIATION.

NOW, THEREFORE, the parties agree as follows:

1. REQUIREMENTS FOR TEACHERS: The TEACHING ARTIST agrees to submit a written description of their class, times and dates of classes, and the cost for students to the Chairman of the Education Committee for VALLEY ART ASSOCIATION.
  2. The proposed class, entitled \_\_\_\_\_ will commence on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  3. WORKSHOP/CLASSROOM SESSIONS: # \_\_\_\_\_ classes at \$ \_\_\_\_\_ fee per student.
  4. SUPPLIES AND EQUIPMENT VALLEY ART CAN SUPPLY:  
Limited easels, three large tables, chairs, white board and markers, projector screen, paper cutter, sink  
Pottery Studio: tool kits, clay (to be reimbursed by students)  
Amenities: refrigerator, microwave, handicap accessible restroom
  5. TERMS: The teacher requires a minimum of \_\_\_\_\_ students enrolled and a maximum of \_\_\_\_\_.
  6. CANCELLATION: Contracts between the TEACHING ARTIST and VALLEY ART require that \_\_\_\_\_ day's notice be given by either party if the service is to be cancelled or dates changed.
  7. INDEPENDENT CONTRACTOR STATUS: The TEACHING ARTIST and VALLEY ART ASSOCIATION have reviewed and considered the Project Description below and agree that the TEACHING ARTIST is an independent contractor and not an employee of VALLEY ART ASSOCIATION. The TEACHING ARTIST is responsible for all insurance (worker's compensation, unemployment, etc.) and all payroll related taxes. The TEACHING ARTIST is not entitled to any employee benefits. The TEACHING ARTIST agrees to pay VALLEY ART ASSOCIATION 5 percent of collected class fees as the classroom use fee. VALLEY ART ASSOCIATION agrees that the TEACHING ARTIST shall have the right to control the manner and means of accomplishing the result contracted for herein.
  8. Project Description: The TEACHING ARTIST will: 1. Provide \_\_\_\_\_ sessions, each \_\_\_\_\_ hour(s) in duration, for VALLEY ART ASSOCIATION'S facilities. 2. Coordinate one initial planning session with the administration or staff of VALLEY ART. 3. Provide Valley Art with a criminal history affidavit (Valley Art to reimburse fee for this) if working with children. 4. Provide VALLEY ART ASSOCIATION with complete student roster within one week of class commencement and include all contact information. 5. Coordinate and implement adequate marketing and advertising for their classes, NOT solely relying upon VALLEY ART ASSOCIATION for all marketing and advertising responsibilities. 6. Submit classroom fees within two weeks of session/class completion.
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9. VALLEY ART ASSOCIATION will: 1. Provide a clean, well-lit facility with tables and chairs, microwave and refrigerator, wifi and reasonable access to a projector screen, paper cutter and copy machine for the TEACHING ARTIST program described above. 2. Assist in the coordination and scheduling of program activities. 3. Assist in the marketing and advertising of scheduled activities, which will include (at least) social marketing posts on Facebook, our website valleyart.org, and email campaigns with provided information. 4. Accommodate at least one meeting between staff and the teaching artist. 5. Try to have at least one staff member present in the building during all sessions when the TEACHING ARTIST is holding a class. 6. Inform the TEACHING ARTIST of changes to VALLEY ART ASSOCIATION'S schedule, which may result in cancelled or rescheduled classes.

Signatures:

\_\_\_\_\_  
TEACHING ARTIST

\_\_\_\_\_  
(date)

\_\_\_\_\_  
print name

\_\_\_\_\_  
for VALLEY ART ASSOCIATION

\_\_\_\_\_  
(date)

\_\_\_\_\_  
print name and title

**FOR OFFICE:** Teaching Artist, please fill out this Student Roster and submit to Valley Art Office

**Class Title:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

Student Total \_\_\_\_\_

\$ \_\_\_\_\_ per student

Class Total: \$ \_\_\_\_\_

Classroom Use Fee: (x .05) \_\_\_\_\_

- THIS THIRD PAGE IS TO BE ATTACHED TO THE TEACHER'S SIGNED CONTRACT AND FILED IN THE VALLEY ART OFFICE AFTER THE CLASS IS COMPLETED. MAKE COPIES FOR MULTIPLE CLASSES.

