MISSION STATEMENT

With integrity and enthusiasm we are committed to providing quality parks, open space, recreation, cultural and educational services, essential to the enhancement and promotion of personal well-being and a sense of community.

INTRODUCTION

This handbook is designed to acquaint individuals interested in teaching a class with the City of San Luis Obispo Contract Class process. Please review this manual carefully as the information on the following pages offers suggestions and ideas, as well as departmental policies and procedures all Contract Class Instructors must follow.

The Parks and Recreation Department is committed to providing leisure and educational opportunities. As such, Contract Classes are an integral part of the Parks and Recreation Department. The valuable skills and expertise offered by Contract Class Instructors promotes personal well-being while enriching and enhancing services offered to community members.

The Parks and Recreation Department looks forward to exploring the possibility of hosting your class through the City of San Luis Obispo. Please contact the Community Services Program Specialist with any questions you may have.

Sincerely,

City of San Luis Obispo Community Services Division

Address: City of San Luis Obispo Parks and Recreation Department
1341 Nipomo Street
San Luis Obispo, CA 93401

Phone: (805) 781-7300
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**GETTING STARTED**

The City of San Luis Obispo Contract Class Instructors offer an array of recreational activities, while bringing the valuable experience, special skills and patience needed to teach others.

When you first consider teaching a class for the City, please be prepared to provide a list of required documentation. A resume, highlighting your expertise in the area you wish to instruct, is one way to demonstrate your abilities and accomplishments. Completion of the Class Proposal Sheet (attached) is required to illustrate the description, details and goals of the potential class. Lesson plans are also required for all new Contract Class Instructors to demonstrate how your students will achieve success in your class. Personal references, which are mandatory, also lend credibility to your teaching skills.

When you have completed the Class Proposal Sheet and lesson plans, contact the Contract Class Program Specialist for an appointment to review these materials. This meeting will cover any questions you may have as well as give you an opportunity to further define and explain your class. This time also allows for facility requirements and preferences to be expressed.

Based on approval of class topic, agreement with departmental philosophy for leisure/educational classes, and available space in one of the City’s facilities or your own business location, the Contract Class will be accepted for consideration. Further documentation for considered classes is required and all classes are accepted at the discretion of the Director of Parks and Recreation.

*For a complete listing of all required documentation, turn to page 2.*
CONTRACT CLASS REQUIREMENTS

1. CLASS PROPOSAL SHEET WITH LESSON PLANS AND REFERENCE
2. SEASONAL INFORMATION SHEET
3. FINGERPRINT CLEARANCE FROM THE DEPARTMENT OF JUSTICE
4. CITY OF SAN LUIS OBISPO BUSINESS LICENSE
5. LIABILITY INSURANCE NAMING THE CITY OF SAN LUIS OBISPO AS ADDITIONALLY INSURED IN THE AMOUNT OF $1,000,000
   - INJURY REPORT FORMS
6. FACILITY PERMIT
7. SIGNED CONTRACT
8. APPROVAL FROM THE DIRECTOR OF PARKS AND RECREATION
9. INSTRUCTOR ORIENTATION MEETING

1. CLASS PROPOSAL SHEET
Completion of the Class Proposal Sheet (SEE APPENDIX B) is required to illustrate the description, details and goals of the potential class. Lesson plans are also required for all new Contract Class Instructors to demonstrate how your students will achieve success in your class. Personal references, which are mandatory, also lend credibility to your teaching skills.

2. SEASONAL INFORMATION SHEET
This form is required for each new season (winter/spring, summer, fall) details each class offering per instructor. Please complete and submit to Community Services Specialist prior to the deadline for the desired season. (SEE APPENDIX C)

3. FINGERPRINT CLEARANCE
Becoming a Contract Class Instructor for the City provides many opportunities to interact with children; therefore, instructors must comply with the fingerprinting and criminal background check requirements set forth in Public Resources Code section 5164 for ALL instructors teaching your class. Payment is due prior to access of DOJ form.

4. BUSINESS LICENSE
A City of San Luis Obispo business license is required to be an Independent Contractor. You may purchase the license from the cashier in City Hall at 990 Palm Street. Fees for the license vary, for more information, call (805) 781-7134. Hours of operation are Monday-Friday, 8 am-5 pm.

5. LIABILITY INSURANCE
The City of San Luis Obispo is self-insured and only covers activities engaged in by its employees. Contract instructors are independent contractors and are not employees of the City, so other coverage must be obtained. A certificate of insurance and an endorsement to your policy, naming the City of San Luis Obispo as additional insured is needed prior to accepting your class. Insurance may be purchased through the City, please contact the Community Services Specialist to arrange insurance purchase.
   - INJURY REPORT FORMS
   Injury Report Forms must be completed for any injury occurring in any contract class. These forms are provided to each instructor upon hire.
6. FACILITY PERMIT
Facility permits will be issued before your Class Proposal is accepted. Any changes by you after your Class Proposal has been accepted may result in the cancellation of your class. Unless otherwise arranged, you will be given a key and alarm code if needed for the building in which you are to teach. Your printed roster for each class will act as your printed facility permit for that day. Please report any user conflicts or damages to the facility.

7. CONTRACT
The contract is the binding agreement between the City of San Luis Obispo and you as the Contract Class Instructor. The Contract may be terminated by either party within ten (10) days advance written notice. (SEE APPENDIX D)

8. APPROVAL
The Director of Parks and Recreation must approve all classes.

9. INSTRUCTOR ORIENTATION MEETING
Instructors are required to attend an annual instructor orientation meeting in order to renew your contract each year.
COMPENSATION

STATUS OF AN INSTRUCTOR
The status of a Contract Class Instructor with the City of San Luis Obispo is that of an Independent Contractor. Criteria established by the Federal Government determine the difference between an Independent Contractor and a paid hourly employee. This information is available upon request. Contract Class Instructors are not eligible for social security, worker’s compensation or retirement benefits. Federal and State taxes will not be taken from your check; the City will report your income to the IRS on a 1099 form at the end of the year.

CHARGE
To determine what to charge for your class, consider the California minimum wage and build your cost with materials, additional preparation time and personnel assistance. Base the cost of the class on the minimum number of students you can teach and still make a profit (if desirable). Materials fees are permissible and are made payable directly to the Contract Class Instructor. Examples of a materials fee are materials needed for a one-time performance at the end of the class session or optional uniforms for the class. Confirm the appropriateness of a materials fee if you are unsure.

MONEY COLLECTION
The Parks and Recreation Department collects all registration fees online at www.slocity.org/parksandrecreation, or in person at 1341 Nipomo Street (Monday - Thursday, 9 am - 5:30 pm and Friday 9 am - 5 pm).

CLASS-SITE REGISTRATION IS NOT PERMITTED.

REVENUE
The City of San Luis Obispo will pay Instructors a percentage of the gross revenues collected for your class. The remaining portion of the revenue goes to the City for administrative cost, facility use and promotion.

Compensation percentages for contract instruction classes are as follows:

- Adult Classes (ages 18 and up): Instructor receives 65% of gross revenue
- Youth Classes (under age 18): Instructor receives 70% of gross revenue
- Using a non-City operated facility: Instructor receives 90% of gross revenue

PAYMENT
Payments to Contract Class Instructors are processed AFTER your class has ended. Payment vouchers are submitted to the Finance Department no later than the 7th of each month, and checks are delivered approximately two weeks following submission (all checks are mailed out on Fridays).

REFUNDS
Refunds are issued if a student wants to drop the class 72 hours prior to the first class activity, unless otherwise noted in the program description. Refunds are also processed if a class is cancelled unless the student wants to apply the credit towards another program offered by the Parks and Recreation Department. All other refund requests will not be accepted.
PRO-RATE
Instructors have the option to allow classes to be pro-rated. If a customer registers late, after the first class, instructors have the option of charging the full tuition or a pro-rated amount. The pro-rate options are the following:

- Registration remains open entire length of session – may offer pro-rate at any date
- Registration remains open for the first 1/3 of class meetings – no pro-rate will be offered
- Registration closes 24 hours prior to first class – no options for pro-rating

FEE-REDUCTIONS
As a class instructor, you are entitled, but not required, to offer fee-reductions for your class to the community. The City of San Luis Obispo Parks and Recreation Department has a formal application process for residents interested in receiving a fee reduction. Once participants have been qualified, they are eligible to receive either a 25% or 50% discount of the cost for a program, which comes directly from the Class Instructor’s and the City’s revenue for the class. It is the Class Instructor’s option to set the options of fee-reductions available, either 25% or 50%, and how many fee-reductions to offer, if any, per season.
MARKETING

The key to a successful class is how well you market the program you have to offer. The City of San Luis Obispo Parks and Recreation Department can assist you in several ways on publicizing your class. If you have other ideas, please let us know!

PUBLICATIONS

The Parks and Recreation Department’s tri-annual Activity Guide is posted online as an Adobe PDF booklet available for download.

Activity Guide Schedule:

<table>
<thead>
<tr>
<th>Released</th>
<th>Season</th>
<th>Months Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Winter/Spring</td>
<td>January - May</td>
</tr>
<tr>
<td>April</td>
<td>Summer</td>
<td>June – August</td>
</tr>
<tr>
<td>July</td>
<td>Fall</td>
<td>September - December</td>
</tr>
</tbody>
</table>

Distribution of a “Pocket Guide”, a promotional leaflet encouraging residents to seek out all Parks and Recreation programs online, is placed in the Tribune three times per year aligning with the seasonal Activity Guide online postings.

Classes offered to youth are advertised in the seasonal What’s New publication produced by the Parks and Recreation Department and distributed to all schools in the San Luis Coastal Unified School District (except for the high schools).

Due to printing and editing deadlines, information needs to be in to the Contract Class Program Specialist 16 weeks prior to the publication date. NO CHANGES WILL BE ACCEPTED AFTER THE PUBLISHED DEADLINE.

FLYER

Flyers are a great marketing tool to publicize your class. Instructors are encouraged to utilize flyers for their class each season. Instructors may request a flyer be made on their behalf. Flyers may be posted in the Parks and Recreation Office and in City recreation facilities. If you distribute to businesses, please obtain permission first before leaving your flyer. Please do not staple, tack or tape flyers to public or private property around the City.

GUIDELINES

- Flyer must be created using the approved City of San Luis Obispo Parks and Recreation Department flyer template.
- Flyer must be approved by the City of San Luis Obispo Parks and Recreation Department prior to use.
- Instructors must receive District approval on flyer through the City of San Luis Obispo Parks and Recreation Department prior to distributing to schools.

MEDIA

Community Calendar listings and/or press releases will be circulated by the Parks and Recreation Department prior to the start of your class, though this is NOT a guarantee that the media will publish this information.
SPECIAL EVENTS
Other forms of publicity offered by the Parks and Recreation Department include special events, community events, demonstrations at school sites and participation in registration fairs. Contract Class Instructors are often invited to participate in City events. If you are interested in a particular event, please make arrangements with the Contract Class Program Specialist.

ATTENDANCE

MINIMUM/MAXIMUM
If less than the minimum number of students indicated on your Seasonal Information Sheet are registered 24 hours prior to the first day of class, you have the option of cancelling the class at that time by informing the Contract Class Program Specialist and any participants who are registered for that class. The Parks and Recreation registration system will not allow for more participants that the maximum number that you have set for your class without approval.

ROSTERS
It is the Instructor’s responsibility to check their class roster on-line using the City of San Luis Obispo ActiveNet registration website. It is your responsibility to guarantee that all participants in your class have registered and signed a waiver BEFORE they participate. If students are attending but not officially registered for your class, you are teaching them for free without liability insurance. Participants who participate without registering in advance put your contract with the City of San Luis Obispo at risk of termination. Maintaining accurate records and daily sign-in sheets are essential to the success of your program.

INSTRUCTOR ATTENDANCE
If you are late or unable to instruct your class, please contact the Contract Class Program Specialist or the Parks and Recreation Department immediately. You are required to contact your students in the event of an absence with at least a 24 hour notice. Make-up dates are to be arranged with the Contract Class Program Specialist as soon as possible.

WAIVER OF LIABILITY
A liability release is required of all students for every session of each class. The liability release is included in the registration form when signing up for a class both on-line and at the Parks and Recreation Administrative office. Please instruct all participants that they must have this waiver submitted to the Parks and Recreation Department PRIOR TO PARTICIPATING IN THE CLASS. Failure to follow this guideline could result in the termination of your contract. YOU ARE NOT INSURED IF YOU ARE INSTRUCTING STUDENTS WHO HAVE NOT SIGNED A WAIVER.

REGISTRATION DEADLINE
Class registration automatically closes at the start of each class unless requested otherwise. Any registration beyond that point must be completed through the Parks and Recreation Department with the approval of the instructor and the Contract Class Program Specialist.
**Instructor Information**

<table>
<thead>
<tr>
<th>BUSINESS NAME</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER OR BUSINESS TAX ID NUMBER (FOR PAYMENT)</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE/ZIP</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>HOME PHONE</td>
<td>CELL PHONE</td>
</tr>
<tr>
<td>EMERGENCY CONTACT</td>
<td>PHONE</td>
</tr>
</tbody>
</table>

**Department of Justice Fingerprint Clearance**

Becoming a Contract Program Instructor for the City of San Luis Obispo provides many opportunities to interact with children; therefore, you will need to comply with the fingerprinting and criminal background check requirements set forth in Public Resources Code section 3164.

Fingerprinting forms to have the live scan completed will be provided to the instructor upon approval of this proposal.

The current cost of fingerprinting is $32 per person; the instructor is to pay this fee directly to the City of San Luis Obispo.

**Criminal Record Statement**

Acceptance of an instructor convicted of a crime depends upon the nature of the conviction and the conduct of the instructor subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone for further consideration. Answer this section truthfully, including both minor and serious offenses of which you were convicted. Any omissions may be grounds for rejection of the proposal. Please include any and all offenses including traffic citations.

Have you ever been convicted of a breach or violation of any ordinance or law other than a minor traffic violation?

- [ ] Yes
- [ ] No

If yes, provide the information requested below for each conviction. Be specific: give name and code number of offense (not simply misdemeanor or felony).

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>OFFENSE</th>
<th>OFFENSE</th>
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<tbody>
<tr>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
</tr>
<tr>
<td>LOCATION</td>
<td>LOCATION</td>
<td>LOCATION</td>
</tr>
<tr>
<td>SENTENCE/FINE</td>
<td>SENTENCE/FINE</td>
<td>SENTENCE/FINE</td>
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</table>

Under penalties of perjury, I declare that I have examined this document and to the best of my knowledge and belief, it is true, correct and complete.

Signature ___________________________ Date ___________
APPENDIX B
# NEW CLASS PROPOSAL

Please print neatly and fill out completely.

## Instructor Contact

<table>
<thead>
<tr>
<th>Business Name</th>
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<table>
<thead>
<tr>
<th>Instructor Name</th>
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## Class Information

<table>
<thead>
<tr>
<th>Class Title (only one class per proposal)</th>
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<table>
<thead>
<tr>
<th>Age Group of Students</th>
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<table>
<thead>
<tr>
<th>Proposed Class Fee</th>
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<table>
<thead>
<tr>
<th>Please provide a course outline</th>
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<tr>
<th>List the goals and objectives for the class</th>
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</table>

Please Return to Kristy Melchioresen at San Luis Obispo Parks and Recreation
1341 Nipomo Street San Luis Obispo, CA 93401
Email: kmelchio@slocity.org  Fax: 781-7292.
Provide an outline of the marketing plan to ensure the success of the class.

Professional Qualifications

Please list qualifications and certifications pertaining to your class proposal.

Please list three references below from people who know of your ability to teach this class.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CITY</th>
<th>PHONE</th>
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After review of the proposal and references, you will be contacted by City of San Luis Obispo Parks and Recreation Department staff to discuss the status of your proposal. Completion of this proposal does not imply a contract. No guarantees can be made for the proposed class to be offered by the City of San Luis Obispo Parks and Recreation Department. Classes are approved subject to other class offerings, facility availability and instructor qualifications.

Signature ___________________ Date ___________________
Please Return to Kristy Melchiorsen at San Luis Obispo Parks and Recreation
1341 Nipomo Street San Luis Obispo, CA 93401
Email: kmelchio@slocity.org    Fax: 781-7292.
### Fee Schedule

<table>
<thead>
<tr>
<th>FEE: $</th>
<th>☐ PER HOUR ☐ PER DAY ☐ PER MONTH ☐ OTHER (PLEASE LIST):</th>
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**IS THERE A MATERIALS FEE?** ☐ YES ☐ NO | **HOW MUCH?**

**WHAT DOES THE MATERIALS FEE COVER?**

**DO YOU OFFER A PRORATED FEE?** ☐ YES ☐ NO

**PRORATED FEE?**
- ☐ REGISTRATION REMAINS OPEN ENTIRE LENGTH OF SESSION – MAY OFFER PRO-RATE AT ANY DATE
- ☐ REGISTRATION REMAINS OPEN FOR THE FIRST 1/3 OF CLASS MEETINGS – NO PRO-RATE WILL BE OFFERED
- ☐ REGISTRATION CLOSES 24 HOURS PRIOR TO FIRST CLASS – NO OPTIONS FOR PRO-RATING

**WILL YOU ACCEPT SCHOLARSHIPS?**
- ☐ I WILL ACCEPT _____ SCHOLARSHIPS AT 50% PER SEASON
- ☐ I WILL ACCEPT _____ SCHOLARSHIPS AT 25% PER SEASON

### Other Requirements

**IS THERE SPECIAL CLOTHING OR MATERIALS THAT ARE REQUIRED BY THE STUDENT IN ORDER TO PARTICIPATE IN THE CLASS?**
- ☐ CLOSED TOE SHOES
- ☐ HAIR TIED BACK
- ☐ LONG PANTS
- ☐ NO JEWELRY
- ☐ LOOSE FITTING CLOTHES
- ☐ TIGHT FITTING CLOTHES
- ☐ UNIFORM
- ☐ LUNCH
- ☐ SNACK(S)
- ☐ WATER
- ☐ BATHING SUIT
- ☐ SUNSCREEN
- ☐ SUN HAT
- ☐ OTHER (PLEASE LIST):

### Class Promotion

**PLEASE PROVIDE A SHORT, CONCISE, YET DESCRIPTIVE PARAGRAPH ABOUT YOUR CLASS THAT CAN BE USED IN THE ACTIVITY GUIDE (APPROXIMATELY 150 WORDS)**

☐ **PLEASE CHECK THIS BOX IF YOU WOULD LIKE TO KEEP THE INFORMATION THE SAME AS LAST SEASON**

☐ **PLEASE CHECK THIS BOX IF YOU WOULD LIKE A FLYER MADE TO HELP WITH PROMOTION**

☐ **PLEASE CHECK THIS BOX IF YOU WOULD LIKE THE ABILITY TO DISTRIBUTE THE FLYER IN SLO SCHOOLS**

---

Please Return to Kristy Melchionsen at San Luis Obispo Parks and Recreation
1341 Nipomo Street San Luis Obispo, CA 93401
Email: kmelchio@slocity.org  Fax: 781-7292.
CITY OF SAN LUIS OBISPO  
CLASS INSTRUCTOR CONTRACT

THIS AGREEMENT is entered into this ____ day of ______________ 2014, by and between the City of San Luis Obispo, Department of Parks and Recreation, hereinafter "City," and ______________________ hereinafter "Contractor."

WHEREAS, the City has need for the professional services of an individual with the particular training, ability, knowledge and experience possessed by the Contractor: __________ (contractors initials)

NOW, THEREFORE, in consideration of the rate of _____% of monies collected for class registration, to be paid to the Contractor by the City, the Contractor agrees to perform during the period January 1, 2014 through December 31, 2014 inclusive, the following professional service: ______________. Instructor is to provide all materials and equipment needed to instruct class.

In performing the above services, it is understood and agreed that:

1. This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship BETWEEN THE PARTIES of agent, servant, employee, partnership, joint venture or association.

2. Contractor will not be eligible for any group health insurance, life insurance, vacation, sick leave or any other benefits available to City employees employed under the Personnel Rules and Regulations of the City of San Luis Obispo. Contractor is not eligible for Federal Social Security, State Workers' Compensation, unemployment insurance or Public Retirement System benefits from this contract payment. Contractor is responsible for payment of all Federal and State taxes applicable to payment for service.

3. This Contract may be terminated by either party, at their sole discretion, upon ten (10) days advance written notice thereof to the other. Monies then owing based upon work satisfactorily accomplished shall be paid to Contractor.

4. Contractor is required to carry personal liability insurance in the amount of 1,000,000, naming the City of San Luis Obispo as additional insured. A certificate of insurance and an endorsement, listing the City on the policy as additional insured, is required prior to the beginning of this contract and is to be maintained for the duration of the contract.

5. The Contractor shall defend, indemnify, save, and hold harmless the City and its officers and employees from any and all claims, costs and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operations or services of the Contractor or its agents, servants, employees or subcontractors hereunder, save and except claims or litigation arising through the sole active negligence or sole willful misconduct of the City or its officers or employees, and will make good to and reimburse the City for any expenditures, including reasonable attorneys' fees, the City may make by reason of such matters and, if requested by the City will defend any such suits at the sole cost and expense of the Contractor.

6. Contractor shall not discriminate in the employment of persons under this contract because of the race, color, national origin, age, ancestry, religion, physical or mental disability, or sex of such person nor discriminate against persons wishing to participate in its programs or activities.

7. Instructor is willing to accept ____ 50% scholarships; ____25% scholarships per season.

8. Instructor will: □ Offer pro-rated price all session; □ Remain open first 1/3 of class meetings offering no pro-rated price; □ Close class upon start of class offer no pro-rated price

9. City grants permission for Contractor to use City facilities for conducting said class during permitted class hours only. A facility use permit will be provided to the Contractor prior to the start of each class season.
10. Contractor shall maintain the premises in neat, clean and sanitary condition. If premises are not kept in a satisfactory condition, the City has the authority to terminate the portion of the agreement pertaining to the problem facility. Contractor shall not make any alterations to the facility, either temporary or permanent, without the prior approval of the City.

11. All class registration and collection of monies conducted through the Parks and Recreation Department or by online registration. Payment to Contractor will be made at the end of each session.

12. Contractor shall conduct said class as indicated on the New Class Proposal. Any deviation from said proposal must be approved by the Recreation Supervisor prior to initiation.

13. Contractor will be provided with space in the City's program brochure at no cost for basic program information when provided to the City by the deadline. The City, in accordance with the Contract Instructor Handbook, will provide program publicity to the Contractor; any additional publicity costs will be borne by the Contractor.

14. Compliance with Public Resource Code, Section 5164:

a. In the event and to the extent the Contractor and/or his/her employees shall have supervisory or disciplinary authority over any minor or as part of the services to be performed here under, the Contractor is required to ensure that he/she and all of his/her employees comply with Public Resources Code, Section 5164, namely, they must undergo a criminal background check before being retained or hired by the City.

b. Evidence of compliance with subparagraph 14 a. shall be presented to the City, before this contract is signed by the City, for the Contractor and all then current employees. Additionally, evidence of compliance under this subparagraph shall be presented to the City during the contract term, for each new employee of the Contractor, before said new employee commences performing under this agreement.

c. “Evidence of Compliance” under terms of this paragraph means that the result of the criminal background search method listed below reveals no convictions for the offenses listed in the Public Resources Code, Section 5164. The Contractor shall present to the City each person to be checked, who shall submit to fingerprinting pursuant to Section 11105.3 of the Penal Code. Based upon said information, the City shall conduct a criminal background investigation of the Contractor or any of his/her employees performing hereunder.

d. The Contractor shall pay to the City all costs the City incurs in performing said background investigation. Said payment shall be tendered to the City prior to the Contractor or any of his/her employees commencing performance hereunder.

e. Failure of the Contractor to comply with the provisions of this paragraph shall be grounds for immediate cancellation or termination of this contract by the City of San Luis Obispo.

This Contract and any amendments to this Contract will not be effective until approved by the Director of Parks and Recreation of the City of San Luis Obispo.

Contractor Signature ________________________________ Date __________________

Contractor Name _____________________________ Phone __________ SSN ______________

Recreation Manager ________________________________ Date __________________

Director Parks and Recreation ________________________________ Date __________________