



## Instructor Agreement

This document serves as a letter of agreement between \_\_\_\_\_, hereinafter referred to as instructor, and the Preble County Art Association, hereinafter referred to as the PCAA.

### Class

The instructor agrees to teach the following class(es) described as:

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### Time and Place

The agreed upon class(es) will take point at the time(s), date(s), and location below.

Time(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

### Cancellation Policy

If a class does not meet the required minimum of \_\_\_\_\_ registrants, PCAA will cancel or reschedule the class.

The PCAA will cancel classes in cases of extreme weather. Instructors are asked not to cancel classes with the exception of emergencies or serious illness. A need to cancel class must be communicated with the PCAA executive director as soon as possible. A substitute may be utilized or class may be cancelled.

### Payment

The PCAA agrees to pay the instructor \_\_\_\_\_.

Payment will be made to the instructor after all classes have been completed. Any changes in scheduling will be reflected in the final payment.

### Materials

The instructor must provide a list to the PCAA at least 3 weeks prior to the scheduled start date of the class.

The PCAA agrees to provide the following materials:

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The instructor agrees to provide the following materials:

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**Responsibilities**

- The instructor must arrive at Preble Arts at least 15 minutes before class begins to ensure that all lessons and materials are prepared. Instructors must leave the classroom clean and organized.
- It is the responsibility of the instructor to conduct themselves in a way that best represents the PCAA. Instructors may be asked to complete a criminal background check. Instructors teaching children MUST complete a criminal background check.
- Instructors will communicate safety to all students regarding tools, materials, and facility. The instructor will remove any student from the classroom that is working in an unsafe way, and will report any issues to the PCAA staff immediately.
- Instructors will report to the staff any tools, equipment, or supplies that are damaged, low, or missing.
- Instructors will leave the classroom, equipment, tools, and materials in a clean and working manner.

**Liability**

I hereby release the PCAA, its employees, volunteers, instructors, and agents from any and all liability, cost/expense associated with any injury I may sustain while participating in any of the programs and activities. Furthermore, I hereby hold the PCAA; its employees, volunteers, instructors, and agents harmless for any damage, loss, or claims to my person or property. I assume full and all risks and responsibilities on the premises, both known and unknown. In an emergency, I give my permission to the PCAA to select proper emergency care and treatment for myself. I also agree to PCAA photographing me and using it in promotional materials.

Furthermore, in doing my due diligence in communicating safety and proper tool usage to students and reporting any incidents to the PCAA staff, I will not be held liable for any damages or harm done to persons or property.

**Binding Agreement**

If the above terms accurately reflect your understanding, please sign where indicated below.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PCAA Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_