



CLASS PROPOSAL

In cooperation with the City of Bedford

Boys Ranch Activity Center
2801 Forest Ridge Dr.
Bedford, Texas 76021

Dear Instructor,

Thanks you for your interest in offering classes for the Bedford Boys Ranch Activity Center. We are very excited about all the possibilities. The catalogue of classes and activities, *Bedford Recreation Activity Calendar*, will go out to homes in Bedford three a year, fall, winter, spring.

Please complete the enclosed Contract Instructor Class Proposal. Please be specific on the class, class description/content, days, and times that you would like to offer your classes. We would like your information as soon as possible.

If you should ever have any questions, concerns or comments, please feel free to contact:

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Recreation Coordinator
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Bedford, Texas 76021
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What the Instructor needs to know
about starting a program with the City of Bedford
and the Parks and Recreation Department

Program Registration and Waivers

The City of Bedford, Parks and Recreation Department handles all program registration. Patrons are required to sign waivers that release the City of Bedford from all liability. If your program is deemed to be of a hazardous nature to patrons, the City of Bedford may require you to purchase general liability insurance covering the City of Bedford.

Fees and Instructor Payment

70% of program fees are paid to the instructor. Please adjust your proposed fees accordingly.

Instructor's pay = 70% (Class Fee)

Class Refund Policy

Refunds of registration fees will be honored if requested no later than forty-eight (48) hours prior to the first scheduled class. Refunds will not be granted after the class has started. Once a refund is processed participants will receive a check or a credit on their credit card in approximately two weeks

Program Promotion

As part of the instructor agreement between you and the City of Bedford Parks and Recreation Department, your program will be promoted using some or all of the following venues:

Recreation Activity Guide

- The Bedford Clips is our seasonal program catalogue comprised of activities offered by Bedford Parks and Recreation. It is delivered in the spring / summer, and fall / winter to every Bedford household and non-Bedford residents who have registered for classes within the past year. The Bedford Clips is also on the www.ci.bedford.tx.us website.

Center Newsletters

- The recreation center produces it's own seasonal newsletter available to the public. The newsletter promotes programs and activities that are being held at that particular facility.

Flyers

- Flyers are made for certain programs and activities. These are posted at the recreation center, library, and other city facilities. For larger activities, flyers may be distributed through local schools.

Photographs

- We gladly accept any photographs of your program to be used in our promotional media.
- Recreation staff will also take photographs of classes for future promotional purposes.

Resume/Cover Letter

- Boys Ranch Activity Center will need a resume and cover letter on file.

Other Information to Consider

- Classes often take a few sessions to gain popularity. Titles, class fees, class descriptions, etc. may be adjusted to help increase enrollment.
- The City of Bedford strictly adheres to the Americans with Disability Act requirements. In particular, the City will make reasonable accommodation for anyone to participate in any program or activity offered by the Parks and Recreation Department.
- You cannot use classes to sell products or services.
- Can the facility accommodate the equipment you will need to provide the class?
- Will patrons need to purchase extra supplies for the class?

Thank you for your interest in offering classes through
Bedford Parks and Recreation

Pre-Requisite	Are there any skills or classes a student must have prior to taking this course?
Equipment/Attire	What are students expected to wear/bring? Will they need to purchase extra supplies from you in addition to the class fee?
About You?	Short biography; 75 – 100 words.

What are your qualifications/
experiences with this
subject matter?

Class Description

How would you like your course description to read? (Who, what, why?)