



**City of Petaluma**  
Recreation Services



320 N. McDowell Boulevard • Petaluma, CA • 94954  
Phone (707) 778-4380 • Fax (707) 778-4473

**Instructor Informational Packet**

**11. COPYRIGHT LAWS**

Groups, directors and instructors are directly responsible for compliance with all copyright laws, including performing rights, licensing and fees associated with the use of copyrighted materials.

**12. EVALUATION**

The coordinator or staff will distribute evaluation forms to be completed by students. These are intended to enhance the quality of recreation programs. Please communicate your own and student's suggestions and observations about the program to the Program Coordinator.

**13. RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES**

We welcome persons with disabilities to participate in any class or activity offered by the Petaluma Parks and Recreation Department. We will make reasonable effort to accommodate the participants special needs so that they may enjoy the recreational opportunities offered by our department.

**14. CHILD ABUSE**

If you are an instructor who works directly with children, you are required by law to report any suspected child abuse to Sonoma County Child Protective Services in Santa Rosa.

**15. FINGERPRINTING**

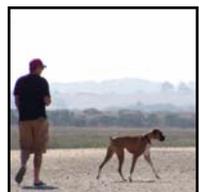
All instructors who teach classes to children under the age of 18 need to be fingerprinted and have a background check performed through the Petaluma Police Department.

Mission Statement: To provide opportunities for the citizens of Petaluma to experience and develop their physical, mental, creative, and social abilities in an atmosphere which promotes individual achievement, satisfaction, self-esteem, and community pride; and which contributes to the enhancement of the quality of life within the community.

To foster creative and responsible development through the incorporation of community input in the planning and provision of programs, parks and facility needs of the City of Petaluma.

To manage and maintain such programs and facilities to the highest standards; to enhance the aesthetic experience and enrichment of the user, and to insure safety of the public and the longevity of the community's investment.

**Life...be in it!**



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## 9. CONDUCTING CLASS

- A. Classroom Conduct:** It is the responsibility of the instructor to maintain and control their classes. The instructor and youth participants are to be in their class during the scheduled time, eliminating disruptions to other events in the building. All persons accompanying students but not participating in the class need to be reminded by the instructor of the rules regarding conduct and disruptions.

## 10. INSTRUCTIONAL SUPPLIES

- A. Supplies:** It is the responsibility of the instructor to bring their own supplies such as copies, staplers, paper clips, writing materials, pencil sharpeners, etc. Please do not ask the P&R staff to make copies or to give you City office supplies.
- B. Selling of Materials:**
1. Selling of materials is not permitted in class—only with specific approval of the Program Coordinator.
  2. No teacher, pupil, or other persons may act as the direct agent for any business firm to sell materials, supplies, or books to students during class time.
  3. Supply Fees:
    - a. If you will be charging a materials fee, you must include the dollar amount on your proposal form as well as include a materials list (see proposal).
    - b. In most instances, P&R staff will not collect the supply fee. The student will pay the supply fee directly to the instructor on the first day of class. Instructors will need to be prepared to make change to their students for supply fees. The P&R Department does not have the ability to make change from our registers.
- C. Department Instructional Equipment:**
1. Instructor may use optional equipment, such as a TV/VCR, white erase board, easels, which are available on a first-reserved basis. This equipment is not available on an “ongoing” basis.
  2. Requests must be pre-arranged.
  3. You must be able to operate the equipment by yourself.
  4. DO NOT leave equipment in your room when class is over. Arrange with staff for its return at completion of class or notify staff that the room is vacated.
  5. If equipment is found to be defective prior to your use, report it immediately to our staff to ensure that you will not be billed for its damage.

## 1. INTRODUCTION

- A. Refund requests must be made to the Department staff. The Program Supervisor will make the final approval.
- B. Full refunds can be given if the request is received three business days prior to the starting date of the class. If a refund is requested after the class begins, but prior to the third scheduled class; an adjusted refund for the remaining classes will be issued. No refunds after the third class. We reserve the right to approve or deny refund requests.
- C. Supply fees are nonrefundable.
- D. If the City of Petaluma or the instructor cancels the class for any reason, the instructor may choose to add a make-up class at the end of their session. A refund for this class will be given if a student is unable to attend the make-up class.
- E. For refund policies regarding camps, youth, aquatics, and senior programs please see specific program materials.
- F. Refunds will be made for a Parks and Recreation class or activity by check or charge depending on the original payment method. Payments made by cash or check will be processed by the Finance Department within 3 to 4 weeks. Payments made by credit card will be credited to the credit card used.

## 7. CLASS CANCELLATION

- A. In case of emergency or illness **THE INSTRUCTOR** must inform all students and the Parks and Recreation Department of the cancellation and make-up date/time.

## 8. ROOM USAGE

- A. **Room Assignments:** The P&R assigns rooms and reserves the right to make room changes whenever necessary.
- B. **Room Set-Up:** Staff will set up the room as close to possible to the room set-up requested by the instructor.
- C. **Responsibility:** It is the instructor's responsibility to leave the room in the condition it was received, i.e., orderly, trash removed, etc. We do not store projects, materials and leftover items. Items left behind are subject to disposal unless previous arrangements have been made with the Program Coordinator.

- A. **Class Sessions:** The Parks and Recreation Department (P&R) conducts all their recreation classes on a seasonal basis, spring, summer and fall/winter.
- B. **Advertisement:** P&R advertises programs for each of these seasons through a separate brochure that we mail to Petaluma residents.
- C. **Acceptance Criteria:** (Also see Class Proposal Section): Due to the large number of requests made to the Department by prospective instructors and the limited availability of Recreation Department facilities, P&R will review and select classes based on the following criteria:
  - 1. Adherence to the Departmental Mission Statement
  - 2. Course Content
  - 3. Instructor Qualifications
  - 4. Availability of Facility
  - 5. User need (i.e., will our building accommodate your class?)
  - 6. Public Interest:
    - a. Minimum requirements eight (8) for classrooms, fifteen (15) for Assembly and Meeting Rooms.
    - b. We will not offer your class if it does not meet the minimum enrollment requirements for two (2) consecutive brochures.
- D. **Instructor Payment:**
  - 1. P&R pays special interest class instructors on a contractual basis. We base your payment upon 55% of the registration fees for your class. Instructors are paid an adjusted rate for those transactions that are processed through the online registration system.
  - 2. It is the instructor's responsibility to check roster (see Section V) to ensure correct and timely payment.
  - 3. P&R processes payment at the end of each class session. You should receive payment within three weeks after your last class.
  - 4. Caution: The City of Petaluma does not withhold taxes from your earnings. This is your responsibility.
  - 5. Establishing Course Fees: You establish the class fee, with Departmental approval. We encourage you to review one of the brochures to familiarize yourself with fees other recreational instructors are charging.
- E. **Insurance Requirements:**
  - 1. The City of Petaluma requires liability insurance for some classes. You may provide your own insurance or purchase it through the City.

### 3. CLASS SCHEDULING

2. The policy must name the “City of Petaluma, its officials, officers, employees, agents, and volunteers” as additional insured with \$500,000 liability. If you are unsure whether or not you need liability insurance, contact the class Program Coordinator. Review your instructor contract for additional information regarding liability.
- F. Instructor/Staff Communication:** P&R Staff may call meetings throughout the year as needed. We consider your attendance at these meetings important in your role as a contract instructor with the Parks and Recreation Department.

### 2. CLASS PROPOSALS

#### **A. Prospective Instructors:**

1. **Class Proposal:** Carefully complete the Department’s class proposal. Priority is given to instructors who have submitted fully completed forms on time. Incomplete proposals will be returned. Providing alternative days and times helps us find room for your class. (See attached Activity Guide deadline dates.)
  2. **Business License:** All class instructors are required to have a business license. Forms are available at the City of Petaluma Finance Department, P.O. Box 61, 11 English Street, Petaluma, CA 95953. For more information, please contact (707) 778-4354.
  3. **Teacher Biography:** P&R invites you to submit a short biography of yourself that pertains to the class you are teaching.
  4. **Deadline:** Submit completed proposals to the Program Coordinator by the date requested on the proposal. We will not give late entries priority and we may not accept them.
  5. **Notification:**
    - a. Within a few weeks after proposal deadline date, P&R will notify those who have completed their proposals by either a denial letter or a retyped class proposal and letter.
    - b. If your class is accepted, you will receive a contract and IRS W-9 form that must be signed and returned to our office before you can begin instruction.
- B. Returning Instructors:** We will notify continuing instructors of upcoming class proposals. If you do not teach a session, you will need to contact us about obtaining the current proposal form. Instructors need to submit a proposal in order to be considered for our class program schedule.

- A. **Space Availability:** We try to accommodate all our instructors but we make room assignments according to space availability and changes may be necessary, depending on other scheduled events.
- B. **Dates:** Unless the class is ongoing, you should schedule your class date(s) within class proposal date guidelines. Please check with Program Coordinator for exceptions.
- C. **Holidays:** The City of Petaluma closes its buildings on City holidays. Classes in our buildings will not be held on these holidays. Please refer to your class proposal when scheduling.

### 4. PUBLICITY

- A. **Brochure:** Each class is advertised in our seasonal brochure.
- B. **Personal Advertising:**
  1. Instructors may prepare and distribute flyers or additional advertising at their own expense.
  2. Additional advertising should be approved in advance by the Program Coordinator.
  3. You must include “Sponsored by the City of Petaluma” on additional advertising.
  4. Advertising and distribution of flyers should be done after class acceptance has been received. Note: Class information and registration is not available to the public until after the brochure is published. Please do not advertise our department as an information/registration contact BEFORE registration begins—neither will be available!

### 5. CLASS ENROLLMENT AND ROSTERS

- A. A copy of your roster(s) is available at the front desk of the Community Center.
- B. Instructors should request a roster copy before or on the first day of class.
- C. Please keep a copy of your roster in case you need to contact students, i.e., illness requiring cancellation of class.
- D. It is up to you to keep track of students enrolled in and attending your class. Note: You are not paid for individuals attending your class who are not registered through our office. Please review your roster prior to the last class and make sure it corresponds with our current roster.
- E. In ongoing monthly classes, students must pay by the 20th of the month to ensure your payment is properly computed. Late payments will be included in the following month’s payment.