



City of Rosenberg Parks and Recreation Department RECREATIONAL PROGRAM INSTRUCTOR/LEADER Agreement and Guidelines

The City of Rosenberg's Parks and Recreation Department (PAR) strives to provide the community with a wide range of classes and programs for all ages and interests. We offer a year-round schedule of activities, which promote health, safety and well-being. The following is an agreement and guidelines put forth by the PAR, and pertains to all instructors and group leaders wishing to participate in programming with the City. It is not the intention of the City of Rosenberg or the PAR to restrict the personal freedoms of any individual by posting the following; the purpose is to clearly state expectations, so that equal treatment may be enjoyed by all.

- All classes will be held at the Rosenberg Civic Center or in City of Rosenberg Park facilities, without charge.
- Scheduling will be at the discretion of the Recreation Programs Coordinator, in conjunction with instructor requests, and shall be based on availability of the required facilities.
- In the event of a scheduling conflict, the Recreation Programs Coordinator may relocate classes/programs to alternate rooms/facilities, while still accommodating space requirements.
- The City of Rosenberg and the PAR will grant exclusivity to specific classes, except in instances where demand for classes increases and instructor availability is limited.
- Storage of class equipment/supplies is not available at the Rosenberg Civic Center, Parks or the Parks Department.
- Due to employment status, instructors/group leaders are not eligible for City benefits, nor will the City deduct any federal withholding taxes, Medicare or Social Security taxes from earned income.
- Instructors shall agree to hold harmless the City of Rosenberg, its officials, employees, successors, agents, patrons and invitees for any and all injuries including personal injury, death and property damage that may be sustained during the performance of duties or during transportation associated with those duties.
- Registration for all classes/programs will take place at the Rosenberg Civic Center, during business hours (Monday through Thursday 7:30am-5:30pm and Friday 8:00am-5:00pm). All payments shall be made to "City of Rosenberg".
- Instructors will assist the PAR in the collection of any required paperwork from students/participants.
- The City of Rosenberg will market all programs/classes. Instructors/group leaders are welcome to provide additional advertising, with the permission of the Recreation Programs Coordinator.
- For fee-based programs/classes, instructors are paid a percentage, equal to 80%, of all monies collected and the City of Rosenberg will retain a percentage, equal to 20%, of all monies collected.
- Payment to the instructor will be made on a monthly basis, upon submittal of Payment Authorization Forms. The City is allowed up to thirty (30) days, following the date of service, to issue a check to the instructor.
- It is the responsibility of the instructor to make known to the Recreation Programs Coordinator the day/s they are available to work and to be present at the classes for which they are scheduled. Any conflicts that arise should be reported to the Recreation Programs Coordinator as soon as possible so arrangements can be made.
- Instructors/group leaders shall not cancel a class/program without the consent of the Recreation Programs Coordinator. Should a class be cancelled, it is the responsibility of both the PAR and the instructor to notify participants as quickly as possible.
- It is understood that either party may terminate this agreement without liability, regardless of reason, by giving the other party written notice of cancellation two (2) weeks prior to the date of termination.
- The PAR encourages instructors to share their concerns and ideas for the betterment of the program.

By signing below, the instructor/group leader acknowledges and agrees to all provisions of this agreement, as set forth by the City of Rosenberg and the Rosenberg Parks and Recreation Department.

Instructor Signature

Date

Instructor Address

City, State & Zip Code

Instructor Phone Number/s (provide two if possible)

Email Address

Recreation Programs Coordinator/Date

Parks and Recreation Director/Date