



**Village On Grand  
Lakeland Village Community Center**

Riverside County  
Operated by STUDIO 395 Foundation

# **Contact Class Instructor Handbook and Application**

## **Welcome....**

Dear Potential Instructor,

Thank you for your interest in the Village On Grand's Contract Class Program. Facility Operator, STUDIO 395 Foundation, is dedicated to building a strong community gathering spot in Lakeland Village through art, recreation, and entertainment opportunities. We seek independent contract instructors to provide these services to our community that are designed for all age groups.

Please review this handbook for details on our requirements. Included is a Class Proposal Application if you'd like to pursue the process.

STUDIO 395 Foundation is a local non-profit cooperative of artists that has operated in the Southwest Riverside County area since 2011. While we will provide broad community center programs and services, we will have an emphasis on art and cultural activities. Our mission and vision support art as a social practice that can have a creative and economic impact on an area and its constituents.

Again, we appreciate your interest in the Contract Class Program. After review of this handbook, if you have questions, feel free to contact one of our board members at 951-506-3606 or at [villageongrand@studio395.org](mailto:villageongrand@studio395.org).

Thank you,

Rebecca Esquibel  
President, STUDIO 395  
Village On Grand Administrative Officer

## **How It Works...**

1. Potential Instructor submits their Contract Class Proposal application (included) to facility staff in person or via email. Contract Class Proposals will be reviewed within 7 working days for inclusion as a facility program if it meets the criteria stated herein and the current needs of the facility.
2. Facility staff will contact the potential instructor via email to either advise that the proposed offering does not meet our needs OR will seek date and time options for an interview.
3. During the interview, Facility Staff will review and seek more information on specific design of the course/activity, fee structure, time frames, age ranges, participant minimums and maximums, potential risk and space and storage needs.
4. If there is agreement to move forward, references will be contacted, the potential instructor will be required to acquire a LifeScan fingerprinting and background check (at their expense). Any other requirements specific to the course offering (insurance, certificate copies, etc.) will be requested and a Instructor Services Agreement will be drafted for execution.
5. Once all requirements are met, the Instructor is established to begin their approved courses.

## Facility Responsibilities...

STUDIO 395 will ensure the following is met:

### In the proposal review process:

- Any duplication of the same or like courses is disclosed and discussed.
- Does not pose an unreasonable safety risk to participants
- Subject matter is appropriate based on the facility's policies, the mission of the organization, our goals and our strategic plan for meeting community need.
- Registration revenues based on projected class attendance are anticipated to be sufficient to recover costs borne by the facility operator.
- Does not subject participants to ventures that pose financial risk, impose purchasing requirements and/or the sale of products or services.
- Does not offer, imply and/or infer religious instruction, practices or rituals; is not a religious based program or service.
- Does not promote alcohol, illegal drugs or drug paraphernalia; firearms or weapons, tobacco products; gambling; adult-oriented or sexually-explicit materials.

### At the facility:

- Facilities are clean and ready for general use.
- Provide assistance in the set-up or breakdown of tables or chairs even though specific set up is the responsibility of the Instructor.
- We will provide staff to open and close the facility unless a mutually agreeable arrangement has been made prior.

### Publicity:

- We will publish class information in flyer form monthly.
- We will frequently utilize social media, the STUDIO 395 website and other promotional outlets to publish class and facility information.
- We will seek published, email or mailer opportunities on a quarterly basis.

### Registration:

- We are responsible for taking all participant registration via walk in, mail or online. Instructors should never collect registration information.
- We will take payment via debit/credit cards or cash.
- We will provide sign in sheets/roster before each class.

### Staff:

- Our staff is assigned specific responsibilities and may not be always be onsite. We will attempt to have appropriate staff get back to any inquiry or issue within 24 hours. Please see the contact information at the end of this handbook.

## Instructor Responsibilities...

### Content:

- It is the instructor's responsibility to fulfill the obligations as outlined in the proposal and agreement. This includes developing and implementing curriculum, course content, instruction process and learning outcomes as it relates to the proposed course.

### Income:

- Contract instructors are not considered employees of STUDIO 395, The Village On Grand or the County of Riverside. It is the instructor's responsibility to pay income taxes as your earnings will be reported to the IRS through a W-9 form. At the completion of each year, a 1099 form will be issued.

- Fee structure options are monthly or by class (drop-in). Monthly course fees are due by the 1<sup>st</sup> (first) of the month or the first class of the month. Reimbursements of course fees need to be requested by the participant, approved by the instructor, will be pro-rated, will be issued via check, and will take 7 business days to process.

**Accidents/Insurance:**

- STUDIO 395 does not provide liability insurance to instructors. The general risk of the course will be assessed and the instructor may be required to provide proof of coverage commensurate with course risk.
- In the event of an accident, instructor should notify facility staff immediately and request an Incident/Accident Form for completion and submittal within 24 hours.
- If the instructor employs their own staff, the instructor is responsible for providing Workers Compensation insurance and a certified letter stating this information is required.

**Cancellation of Class:**

- If an emergency occurs and a class must be cancelled, contact facility staff at least 24 hours in advance of the starting time. Instructor is responsible for notifying all participants of the cancellation. It is expected that a cancelled class make up will be offered during or at the end of the period of enrollment.

**Change of Instructor:**

- Any substitute instructor must have completed the LifeScan and background check before being able to replace an approved instructor. Payment for a substitute is to be arranged between the instructor and the substitute.

**Class Attendance:**

- It is required that the instructor take attendance at each class. At completion of class, you must review and sign off on the signup sheet for your class at the front desk. Failure to sign off on that sheet may delay your monthly payment.
- Parents should be encouraged to stay with their minor child participant and chairs can be provided.
- We ask that you do not encourage adult participants to bring minor children to a class they are not registered for (an adults only class). We do not provide child care at this time and allowing children to roam freely is prohibited.

**Class Dismissal:**

- Never leave the course area or participants unattended. Minor participants may only be released to parent or legal guardian. Designation of any other adult to pick up a child must be provided on the child's registration form. They must provide a valid photo ID to the facility staff.
- We do not encourage the dropping off of minors for a class without accompaniment of an adult. If that is to occur, the instructor is assuming responsibility for the minor participant and the adult must sign in and sign out the child at the front desk.

**Class Enrollment:**

- If a class does not meet its minimum enrollment, which will be set by STUDIO 395 and the instructor, the session will be cancelled one week prior to the start date. If the classes consistently (3 classes in a row) are below the minimum enrollment, the instructor may be asked to move the class into another location (smaller room), consider other days or times, or will be asked to change from a % of fee arrangement to a straight rental of space arrangement.

**Class Publicity:**

- Instructors are encouraged to create and distribute course flyers or post them on social

media sites. Please provide copies to the facility prior to distribution and we encourage submittal of a JPEG of flyers to the [villageongrand@studio395.org](mailto:villageongrand@studio395.org) email address so we can post as well. Registration forms will have a statement that allows for photography of participants for the purpose of publicity and may become a part of schedule material, grant reporting or social media posts.

**Class Rosters:**

- Class rosters will be provided to the instructor prior to the first day of the session. A signup sheet with name listing will be out at the front desk prior to every class. Make sure every attendee signs in. It will be the responsibility of the instructor to review that signup sheet at the end of the class, sign off on it and provide that back to the facility staff. Unsigned signup sheets or any not in the hands of facility staff by the last day of the month will not be included in the monthly payment.

**Facility Usage:**

Instructors are responsible for:

- Leaving the facility clean
- Properly returning tables and chairs to their original area
- Securing all doors and windows
- Turning off lights, air conditioning or heating
- Monitoring smoking (prohibited in all facilities)
- Ensuring that no food or drink (exception of bottled water) are consumed on the carpet or wood floors
- Reporting any maintenance issues or concerns to facility staff before leaving the facility
- Storage of personal equipment/supplies in any facility storage is prohibited unless a space is assigned and is authorized for use of the instructor

**Fingerprinting/LiveScan:**

- Instructors, their assistants, and substitutes must participate in fingerprinting and a background check per the Department of Justice in accordance with Education Code Section 10911.5 at the expense of the individual.

**Holidays:**

- Generally, courses held in this facility will not be scheduled on national and public school holidays. A list of recognized holidays is provided in this handbook.

**Insurance:**

- STUDIO 395 does not provide liability insurance to instructors. It is suggested that anyone who conducts business as an instructor should obtain general liability commensurate with the risk associated with the activity that you are teaching. You may have options through your homeowners insurance if you are a home owner. We will review the risk of your activity and may ask you to seek coverage. We can provide you with contact information for a local insurance agent that does have some policy options for minimum premium general liability coverages.

**Instructor Courtesy:**

- Please arrive at least 15 minutes prior to the start of your class for set up.
- End your class on time and please try to get your participants out of there as soon as possible as the room may be booked by another instructor.
- If your classroom is being used by another group prior to your course, please be courteous and wait until the class is over before you/your participants enter the room.

**Supplies:**

- Supplies for a course are the responsibility of the instructor. If supplies are to be obtained by the student OR if a material fee is included, it is the responsibility of the

instructor to provide information on supplies and fees to the facility staff within the agreement process so that information can be provided to registrants. Any material fees are to be paid at the first class meeting and directly to the instructor. Instructors cannot profit for the sale of these materials.

**Emergency Procedures and Contacts:**

- If an emergency occurs while instructing during normal business hours, contact staff on duty at the front desk. If an emergency occurs after normal business hours, call 911 for a life or property threatening situation. For non-emergency situations, call 951-506-3606; this is the answering service for STUDIO 395 and they can connect you with a board member at any time. If your classes are held outside and you require emergency assistance (e.g., dogs fighting, etc.) get facility staff immediately.

**Americans with Disabilities Act:**

- Instructor agrees, assures, and certifies that, except as permitted by law, no person shall, on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition thereto, marital status, sex or sexual orientation, be excluded from participation in or be denied the benefits of the services provided.

**Contacts...**

Village on Grand (Lakeland Village Community Center)  
16275 Grand Ave.  
Lake Elsinore, CA 92530  
951-471-4407

STUDIO 395 Foundation, Inc.  
P.O. Box 395  
Lake Elsinore, CA 92530  
951-506-3606

Rebecca Esquibel, President and Administrative Operations	951-741-7337
Grace Sandlin, Treasurer and Instructor Contact	714-969-2236
Jason Chacon, Executive Director and Facility Operations	626-227-3441

**Facility Holidays...**

New Year's Day	January 1
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November and following Friday
Christmas Eve	December 24 (facility closes at 5pm)
Christmas Day	December 25
New Year's Eve	December 31 (facility closes at 5 pm)

If holiday falls on a weekend, the closest business day is observed. Any other dates and our regular hours are posted on our website at [www.studio395.org](http://www.studio395.org) and on our social media sites.