

## CONTRACT BETWEEN WORKSHOP LEADS AND ROUND ROCK ARTS (RRA)

For Workshops held January 2020-November 21, 2020

No workshops November 22, 2020-January 3, 2021

The Downtowner Gallery

Thank you for serving as a workshop leader for the greater Round Rock community. RRA manages the workshops located in the city-run Downtowner Gallery. As a non-profit community resource, RRA's goal is to introduce individuals to art and creative activities, at both the introductory level as well as providing opportunities for the advanced artist. Because of this, we encourage a variety of artists to offer instruction in various mediums. Formal art schools may be a better venue for those artists wishing to offer a more formal curriculum that builds on concepts presented over a long period of time.

### BASIC INFORMATION

- We accept artists and art styles, including "makers," to offer classes in The Downtowner Gallery.
- As there are no vent hoods, toxic chemicals requiring a fully aerated room should not be used.
- The time publicly announced on the website are the hours of instruction. Unless you tell us otherwise, we assume 30 minutes before and after a posted class time are sufficient for set up and cleanup.
- The Downtowner is staffed Wednesdays & Thursdays, 12-6, Fridays & Saturdays, 12-8, and Sunday, 12-6. These are the best times to have classes in place.
  - However, you may use the space at any time.
    - **You will be asked to pick up the key and sign it out from the library and return the key while they are open if your classes are held outside of business hours.**
    - **Library hours are: Monday-Thursday 9-9, Friday and Saturday 9-6, Sunday 1-6. PLEASE PLAN ACCORDINGLY.**
    - **We cannot guarantee that there will be someone to help you out if you did not arrange to pick up and return the key during the library's hours!!!!!!!!!!**

### MARKETING

- We will market the classes through:
  - The RRA Facebook page
  - Our 4,000 member email list (kept current)
  - The website
  - When individuals visit our space
  - In brochures during our competitive openings
- We ask that you market your classes through the following. We find that invitations from artists who are known to the patron/customer garner more attendance than other means.:
  - Your Facebook, Instagram, Twitter and web pages/feeds
  - Customer lists and email lists you may have
- Others marketing our workshops:
  - The Downtowner Gallery
  - The City's Department of Arts and Culture, in a more general sense (not specific workshops)

## **CLASS PRICING, COMMISSIONS, AND RELATED TOPICS**

### **Class Pricing**

- If you are new to the community or Round Rock Arts, consider doing a single three hour class, teaching the basics, with a very simple project, perhaps doing some prework to save time. Also consider presenting a free one hour demo when the Downtowner is open before and during the posting of your class. Both the city and RRA will promote demos through social media. Single 3 hour classes do well for both tenured and new artists in our galleries, and often garner more than the \$50-70 per three hour rate, depending on the subject matter.
- If you are somewhat known to our area population but have not taught in the gallery, it may be best to start off with up to three, three-hour classes in a weekly series (total 9 hours). These have been successful and affordable for our students. Such classes range from \$140 to \$175. \$140 per student is usually the minimum for a nine hour class. We avoid undercutting instructors offering similar levels of training.
- A single class can run 3 hours to 6 hours. The minimum charge per student for a 3 hour class is \$60. The minimum for a six hour class at one time is \$110. The minimum per student for a six hour class offered as two, three-hour session is \$120.
- Pricing for three-hour classes, taught in a six week series (18 hours total at 3 hours per class), may compete economically with existing art schools which may have reasonable monthly rates, payable monthly. Be aware of the pricing at the local art schools where your style of art is taught and easily accessible to the public.
- Instructors may offer tuition rates above the minimums stated above. Given bank fees in providing reimbursements, RRA will not roll back the stated pricing once tuition has been paid by any enrolling student. We will roll back pricing if tuitions have not been received.

### **Commissions**

- A 25% commission comes off the top of the total of student registration income received. The commission goes to the non-profit Round Rock Arts and supports staffing and social media efforts such as the web, the email handling system, and similar hard costs.
- There is no commission from supply kits or other class related fees for items given to the student by the instructor. Such fees should be noted in advance in the announcement we post on the web. Please consider your pricing of fees above the minimumum when there is a large kit fee. We have found a large kit fee on top of a larger-than recommended instructor fee to be a deterrent to class signups.

### **Payment and W-9**

- All instructors will complete a W-9 before payment is made to the instructor. RRA files 1099-Misc forms with IRS as required by law. A fillable form can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Send your form to [accounting@roundrockarts.org](mailto:accounting@roundrockarts.org) after we have confirmed that your class will be held.
- The artist will be paid within two weeks after the last class by notifying the treasurer at [accounting@roundrockarts.org](mailto:accounting@roundrockarts.org) that the class has been completed.

### **Situations Affecting Expected Payouts**

- Any charges that we may be charged to clean up restrooms, janitor closets, flooring, tables, etc. will be billed to the instructor. Please leave the spaces as clean as they were when you started to use the space.
- If an instructor must cancel a class, the bank fees paid for class enrollment and fee charges for refunding will be paid by the instructor. The instructor will be invoiced for such charges. If there is no paid registration, there is no charge to the instructor.
- There has been damage to equipment as discussed under “Limitations” below

### **LIMITATIONS**

- No more than 2 classes may be offered over a consecutive three month period. A class is defined as any class that runs no longer than 9 hours total, the latter usually in series of three classes at three hours each.
- Times scheduled by the RRA workshop lead will include set up and clean up. Be sure to inform the workshop lead if you need more than 30 minutes at the beginning and end of class to address cleanup.
- The three days advance notice deadline is firm. The class posting will be removed no more than 72 hours prior to the start of the class if there is no enrollment.
- A three student minimum enrollment has been requested the most often by teachers. Each instructor can see the status of enrolled students through the remaining number of tickets available listed on each workshop announcement, posted at [roundrockarts.org/workshops](http://roundrockarts.org/workshops).
  - If you are calling the volunteer contacts listed later in this document to ask about the status of class enrollment, we kindly ask that you first check the website for your class to see how many slots or “tickets” are remaining. If you see 7 and you asked for 10 students, that means three students have signed up and your class has “made it.”
    - If a class does not “make” but there have been paid registrations, it is up to the instructor if he or she still wishes to teach the class. The instructor will not be charged bank fees if a class does not meet the three-student minimum and the instructor chooses to not teach the class.

### **Equipment and Supplies**

- At the current time, it is expected that the artist will provide all equipment needed for the class.
- We can provide a computer projector without a fee to the instructor. We do not provide computers.
  - Unfortunately, we do not have a screen, though some users have been creative with hanging sheets.
  - The instructor is fiscally responsible for any damage to or loss of the projector.
  - We strongly suggest that the instructor test the projector with the instructor’s PC to make sure the correct cable is available for the PC and the projector.
- Round Rock Arts does not supply easels, supplies, etc. We do not have the space or funding to do this.
- Round Rock Arts provides 5 tables for students and one table for the instructor. It also provides 12 chairs. 2-3 students may fit at a table, depending on the space needed for the projects. Please visit the site to see the tables width and depth before estimating class size.

- There is a janitor's closet with a sink. Please do not use the restrooms to clean brushes, etc. The restroom is shared with city staff. We will inform you of where the janitor closet key is located.

### **Off-hours use**

- During closed hours, the instructor will pick up the key at the library.
  - The library opens at 9 am Monday-Saturday. It closes at 9 Monday-Thursday and 6:00 Saturday and Sunday.
  - The key should be returned to the library any time after the space is opened.
  - It is expected that the instructor will go to the Downtowner Gallery during business hours to receive instruction on using the key.
    - The space is open two evenings, Friday and Saturday, between 6-8 pm if receiving training during the daytime hours, Wednesday-Sunday, 12-6, is not possible.

### **CHILD PROTECTION**

Given the spate of lawsuits related to sexual misconduct in non-profits and businesses, we require that all instructors teaching minor-aged children have a background check. A minor aged child is defined as someone 17 years of age and younger. If you do not wish to go through a background check, then we will record that you are accepting adults aged 18+ only. We are interested only in background check results related to any sexually related crimes toward minors.

If you have had previous background checks that are still valid, we are not able to use those in the case there is a claim of inappropriate behavior by an instructor. The background check information on file with your employer, church, scouts, and other non-profits are confidential. We are unable to receive a copy of the background check results from other agencies!

If your background check comes back without any issues, we still ask that you avoid being in a situation where you are alone with anyone age 17 or younger. Always have another person, preferably an adult you trust or the parent, with you whenever you need to help a child alone, e.g., washing brushes in the janitor's closet or taking a child to the restroom, for example.

The fee for the background check will be deducted from your final payout.

### **CONTACTS**

Your primary contact is: Cari Washburn, Workshop Coordinator, at [workshops@roundrockarts.org](mailto:workshops@roundrockarts.org) or [4firegirl@gmail.com](mailto:4firegirl@gmail.com) (personal).

If you are unable to reach Cari, contact Dale Ricklefs, President, at [president@roundrockarts.org](mailto:president@roundrockarts.org) or 512-669-1753 (text also at that number)

## UNDERSTANDING AND AGREEMENT

I have read the information above and understand the roles and responsibilities of both parties. I understand the content of this document and the RRA's expectation of me as the instructor.

By signing this agreement, I understand that the class description I submitted through the internet is used to create the profile of the class, and that once the profile is posted and I am notified of its posting and requested to make any changes by a certain date, that the data included is complete once I email my recognition of the accuracy and completeness. I also understand that significant changes to postings will confuse current and potential enrollees interested in my classes.

I also understand that failure to follow the instructions related to my responsibilities may prevent me from teaching future workshops.

This contract is good through December 2020. Any significant changes to the content of this document will be sent to me. I may accept or deny such changes to this contract if needed. If changes to contract changes are rejected, I may remove my class from the web listing and incur no bank fees when RRA provides reimbursements to students for such cancelled classes.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

RRA Volunteer signature: \_\_\_\_\_

Date: \_\_\_\_\_