

Proposal for use of the MarinMOCA classroom

Please complete and email to: info@marinmoca.org

Name: _____

Address: _____

Phone Home _____ Cell _____

Email: _____

Artist Member of MarinMOCA: ___yes ___no

Artists Members retain 70% of the commission from the class / workshop.

Non Artist Members retain 65% of the commission from the class / workshop.

Title of the class / workshop: _____

Timing: workshop - number of days; classes - number of weeks:

Requested scheduling [i.e.; Sat. 6/5 and Sun 6/6 from 10am to 4pm]:

Maximum number of students you will accept: _____

Number of attendees expected: _____

What do you think is a reasonable fee for this workshop?

If you have a materials fee, please break out as a separate item.

Please describe the class/workshop:

Qualifications of the instructor. Please provide:

Current resume

Website, if applicable

Two references from organizations hosting previous classes, if applicable

MarinMOCA Instructors Policies and Procedures

Instructors are responsible for contacting MarinMOCA three days prior to the start of their class/workshop to verify enrollment. If there are less than two students enrolled at that time, the instructor will have the option to cancel the class. No payments will be made to the instructor if a class is cancelled.

Should the instructor need to cancel a class due to illness or emergency, the enrolled students will receive a full refund or the option to attend a make-up session within three months.

The instructor is responsible for contacting all enrolled students regarding any materials needed for their class.

All instructors are expected to return the classroom to its original state after each session. A \$50 cleaning fee will be collected if the classroom is not left in clean condition.

MarinMOCA is not responsible for items left in the classroom. Materials left behind will be subject to disposal unless previous arrangements have been made.

A \$25 fee will be collected in the event of a lost key.

The instructor will receive payment 10-14 days after the end of the class/workshop series. Artist Members retain 70% of the commission from the class / workshop. Non Artist Members retain 65% of the commission from the class / workshop.

Please note that the office is staffed on a part time basis and may be reached at the following times:
Wednesday - Friday 11:00 am – 4:00 pm; Saturday – Sunday 11:00 am – 5:00 pm

Instructors and Students Classroom Clean Up

- There should be **NO** paint or other wet media splattered in sinks or on counter tops. Clean, wipe down, and dry area before leaving. Never clean oil paint brushes or containers in sink.
- Wipe down any tables and chairs used by you or your students to remove splattered paint or pastel dust.
- Fold tables and chairs and stack them in their proper location. Make sure nothing is obstructing the emergency exits
- Make sure windows are shut and main entry door is locked.
- Do not leave any art projects or supplies out on tables or on the counter unless you have obtained permission from office administration (415-506-0137).
- Collect trash including cups, used paper products and other materials and discard in trash bins.
- Please **DO NOT** lock the classroom door when leaving. Studio tenants also use the classroom.