

Proposal for Instructors at MarinMOCA

Please email to: [info@marinmoca.org](mailto:info@marinmoca.org)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Are you an Artist Member of MarinMOCA? \_\_\_\_\_

Title of your class, workshop, or presentation: \_\_\_\_\_

Goals and objectives:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration (number of days, hours per day, number of weeks): \_\_\_\_\_

Requested dates and times: \_\_\_\_\_

Maximum students: \_\_\_\_\_

Your fee (consider that participants who are museum members will receive a 15% discount): \_\_\_\_\_

Additional materials fee: \_\_\_\_\_

Please describe your class/workshop/presentation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach:

1. Your current resume
2. Your website address, if applicable
3. References from organizations where you have previously taught, if applicable

Thank you!

Policies and Procedures for Instructors

1. Instructors are responsible for contacting MarinMOCA seven days prior to the start of their class/workshop/presentation to verify enrollment. If there are fewer than two participants enrolled, the instructor will have the option to cancel the class.
2. Should an instructor choose to cancel a class for any reason, the enrolled students will receive a full refund. No payment will be made to the instructor if a class is cancelled.
3. Instructors are responsible for contacting all enrolled students prior to the start of their class/workshop/presentation to confirm any materials that the participants will need to bring. MarinMOCA will provide the instructors with the participants' contact information.
4. Instructors will receive payment 10-14 days after the completion of the class/workshop/presentation.
5. The MarinMOCA staff may be reached for questions during the museum's business hours. Should you have questions outside of these hours, please leave a voicemail message at 415-506-0137, and we will respond as quickly as we can.

Museum Hours

Wed – Fri, 11am – 4pm

Sat – Sun, 11am – 5pm

### Instructor and Student Classroom Responsibilities

Our classroom is used for a multitude of experiences, including classes, workshops, lectures, and meetings. We ask everyone to help take care of it.

- We ask instructors to return the classroom to its original state after each session. At the end of your session, please clean, wipe down, and dry any tables, chairs, and floor surfaces that may contain splattered paint, glue, water, pastel dust, or other mediums.
- Please inform artists who are working in oils that they **may not use the classroom sink**, and that they will need to clean their brushes and dispose of any oil rags at home.
- We ask that acrylic paint also be responsibly disposed of, i.e. not directly down the sink. We will provide instruction on how to clean up such material.
- The sink and countertop should be clean when you leave.
- Please collect all trash and discard it in the bins behind the museum. There are separate bins for landfill, general recycling, and paper.
- Unfortunately, we cannot be responsible for personal items left in the classroom, so we ask that you reach out to your students to arrange collection of anything that may have been left behind.
- A \$50 cleaning fee will be collected if the classroom is not left in clean condition.

Thank you for creating such a wonderful experience!