



CONTRACT CLASSES

Thank you for your interest in becoming a contract instructor for the City of Costa Mesa! Contract Class Proposals are reviewed periodically to present to the Parks, Arts, and Community Services Commission (PACSC). Please review the following details prior to filling out the enclosed Contract Class Proposal Form.

APPROVAL PROCESS

1. Potential instructor/organization submits a completed Contract Class Proposal Form, a class syllabus, and a resume with a list of professional references and/or a list of other cities you have/are working with.
2. Once your proposal is reviewed, you will be contacted within four to six weeks. There may be several phone calls and emails during this time to gather more information regarding your proposal. You may also be asked to come in for an interview.
3. If accepted, your proposal will be presented in a report and submitted to the City's Parks, Arts, and Community Services Commission (PACSC) for approval.
4. If approved, you will be contacted and will begin the New Instructor Process.

GENERAL INFORMATION

- Instructor fees submitted on the proposal are inclusive of the \$5.00 convenience fee, which will be deducted prior to payment. On-site and off-site instructors will receive 65% of their selected class fee, and the City will receive 35%.
- New Hire Process (Post PACSC approval):
 - Contract instructor, substitute instructors, and employees who will be teaching the contract class must be fingerprinted (Livescan). In addition, if teaching or assisting youth under the age of 18 years, a TB Test will be required. Contract instructor is responsible for the costs of fingerprinting and TB Testing of themselves, substitutes, and their employees.
 - Contract instructor must provide verification of general liability insurance with a minimum coverage of \$1 million and the City of Costa Mesa named as additionally insured. Insurance must be purchased through an independent agent. Proof of automotive and Worker's Compensation insurance may also be requested.
 - A business license is required from the city that the class is held in. For example, a Costa Mesa Business License is required for all contract instructors that are hosting their classes within Costa Mesa.
- All registration must be processed by the City's ActiveNet registration system.
- The City reserves the right to observe class at any time.
- The City does not provide on-site storage for equipment.
- Class rosters will be available online for instructors.
- Waiting lists are compiled after the program fills. If significant interest and room availability exists, adding additional classes may be considered.

Note: Submission of the Contract Class Proposal Form does not guarantee that your proposal will be accepted by the City of Costa Mesa Parks and Community Services Department, or the Parks, Arts, and Community Services Commission. If you have questions, comments, or concerns, please call 714-327-7526 or 714-754-5300.



CONTRACT CLASSES

Contract Class Proposal Form

The City of Costa Mesa Parks & Community Services Department’s goal is to seek classes that are affordable, innovative, and promote physical and emotional wellness within our community. If you are interested in proposing a class that supports the City of Costa Mesa Parks & Community Services Department’s goal, please submit the proposal information below.

Instructor Information

First Name:		Last Name:	
Day Phone:		Evening Phone:	
Mailing Address:			
City:		State:	Zip Code:
Business Name:			

Proposed Class Information

Class or Program Title:		
Description of Proposed class or Program (30 words or less):		
Day(s) of Week:	Number of Weeks:	Time:
Target Age Range:	Minimum Class Size:	Maximum Class Size:
Facility or Equipment Needs (if any):		
Special Participant Requirements (if any):		

Class Fee

Class Fee:	Class Fee + \$5 Convenience Fee (Applied to all classes)	Total Proposed Fee:
Material Fee:	Material Fee Covers:	

ATTACH REQUIRED DOCUMENTS:

- General outline of class(es) or program (i.e. syllabus for one day or each week).
- A resume with a list of professional references, and a list of other cities you have/are working with.

Please submit your Contract Class Proposal Form to:
 City of Costa Mesa - Parks and Community Services Department
 ATTN: Contract Classes
 P.O. Box 1200, Costa Mesa, CA 92628