City of West University Place
Parks & Recreation

Instructor Proposal & Agreement

NAME: _____________________

CLASS: _____________________

PLEASE RETURN COMPLETED FORMS TO:
4210 BELLAIRE BLVD
WEST UNIVERSITY, TX 77025
FOR MORE INFORMATION CALL
(713)-662-7420
Why Teach a Class for the City of West University Place Parks and Recreation Department?

The City of West University Parks and Recreation Department is dedicated to serving its community by providing quality programs and activities for all ages, interests and levels. Programs offered by the City strive to foster new skills, promote health and well being, and expand cultural and artistic development. In order to provide these recreation services, the City seeks experienced individuals to work as contract instructors to share their knowledge and skills with the community.

Here are some reasons that should motivate you to teach for the City of West University:

- The City uses a computer registration and reservation system called RecTrac. This system allows the department to process registration (online or in person) in a timely manner, reserves facilities for classes and allows us to generate class rosters, attendance reports and waiting lists. Instructors are not responsible for registration but it is the responsibility of the instructor to take attendance during each class.
- The City of West University Place provides advertising for its instructors through a variety of sources, including the Activity Guide (printed three times a year with 21,000 copies distributed), flyers, registration press releases in local newspapers, and City website.
- You get paid to teach! Instructors will receive a percentage of the total amount per session which will be agreed upon during contract process.
- The City has several places where you can host your class. The West University Place Recreation Center is the main facility, providing various sized classrooms to suit different needs. We also offer spaces with unique attributes to suit classes with specific needs. For example, we offer an insulated room that is typically used for quieter programs, like yoga. Some of our classrooms have cushioned wood floors that are great for dance or high impact exercise. The Recreation Center also offers an 8 lane; heated instructional swimming pool & a cardio/weight studio. The West University Place Senior Center may also be available for classes in the evening hours and the Scout House during the summer session.

Submitting a Class Proposal

1. Interested instructors should review the WUPARD Instructor Policies and Agreement and submit a program proposal (see outline provided). Additional information such as related experience/education for teaching the program, references, insurance and certifications will be required.

2. WUPARD will review the proposal and contact the instructor within fifteen (15) working days to set up an interview with the instructor and/or confirm whether the program will be offered. Programs are offered according to community
interest and available space to offer the program. **WUPARD is under no obligation to offer a class/program.**

3. If confirmed, WUPARD will attempt to secure recommended dates, times, and space with the various facilities used for offering programs and contact the instructor. If recommended dates are not available, the instructor will be contacted to discuss options.

4. Upon confirmation of offering the program through WUPARD, instructor shall submit a signed agreement and renew it on a regular basis (terms to be determined by staff) with WUPARD.

Questions regarding class proposals should be directed to the Recreation Specialist assigned as your program manager by email.

**Class Title**
Please list an appropriate title for your class that concisely and accurately represents your class. If your course is a beginning or advanced level, please indicate this in the title.

**Detailed Course Description**
This is a brief description (limit to about 50 words) about your class. Describe what your students will learn and make your description as interesting as possible! If you need some ideas, look at other class descriptions in our current guide. If students will need to bring or wear certain items to class, make sure to include this in your description, as well as if they must have previous experience in the subject to the take the class. The City reserves the right to edit descriptions. You will have the opportunity to refine your class description for the activity guide if your class proposal is approved.

**Class Fee**
It is the contract instructor’s responsibility to determine the cost of the class. Instructors will receive a percentage split that will be agreed upon during contract process. If you are unsure of how to develop a fee for your class the current activity guide will provide an idea on how to base class fees. In addition to the percentage agreed, The City will add and retain a $10 non-resident fee for class fees of $100 or less, $15 for class fees ranging from $101 to $249, and $25 for all class fees $250 or more.

**Facilities**
Instructors should indicate the type of space required or preferred for their class. If you are not familiar with the City’s facilities, check all rooms you would be interested in using. Please note any special requirements you will need in a room, such as tiled or hard wood floors, a sink, a large vs. small space, etc. The Recreation Specialist will then assign a room for the particular class based on your needs and availability. The assigned room is subject to change if a program changes or grows. All instructors are responsible to set-up own room according to class needs and clean-up once the class is over (tables and chairs stored in closets).
The City provides limited equipment for classes. Tables, chairs are provided for instructors in each classroom. Most rooms also include hookups for a TV, IPOD, or DVD and a screen can be requested. The City does not provide the use of copy and fax machines, computers or phones. Supplies such as paper, pens or pencils, scissors or tape are also not available.

**General Facility Rules**

1. Food and beverage, with the exception of water in sealable plastic containers, are permitted only in the observation room.
2. All staff and customers are expected to wear appropriate attire. Instructors may be required to wear uniform and nametags. Shirts and shoes must be worn at all times, with the obvious exception of those using the pool facility. No clothing displaying controversial artwork, logos or political, religious or lifestyle statements will be allowed.
3. No pets or animals are allowed in the facility, with the only exception being for certified “assistance animals”.
4. Profanity, running, horseplay, fighting or loud and disruptive behavior will not be tolerated.

**Class Scheduling**

Complete the class scheduling information section below based on when you would prefer to teach the class and we will do our best to accommodate your request. Due to limited facilities and high demand, it is helpful for you to include alternate days and times for your class. Priority is given to on-going and returning instructors. Upon approval of a class proposal, instructors will be asked to submit the exact class dates they will offer their class, including dates that the class will not be meeting (due to holidays, instructor absence, etc.)

Classes typically are not offered on the holidays listed below:

- New Year’s Day
- Easter Weekend
- Memorial Day
- July 4
- Labor Day
- Thanksgiving Day and day after
- Christmas Day (classes are not typically offered during the week between Christmas and New Year’s, However, the office is open)

**Activity Guide Seasons**

The Activity Guide is published three times a year. Listed below are the months for each guide. The Recreation Specialist will inform you of when the information for each guide is due. Timely response is critical to make sure accurate information is published.

Fall: September–December
Instructor Information

Background Checks
Every coordinator, instructor, substitute or anyone that will be helping out with a class MUST complete a background check PRIOR to starting or assisting with a class. Once the background has cleared you will be informed by the Recreation Specialist. The proper forms will be provided.

Attendance
Instructors are responsible for taking attendance each class. A worksheet to take attendance on can be provided. The sheets need to be emailed to the Recreation Specialist at the conclusion of each session.

Instructor/Student Ratio
The City has the right to require more instructors than local or state codes. For most instances this will be at a 12-1 ratio for youth. This is at the determination of the Recreation Specialist.

Camps
If the camp qualifies for a license, the City has the right to require a camp to obtain and maintain the appropriate state license.

Payment
Instructors may get paid in one of three ways listed below. The payment method will be agreed upon by the instructor and Recreation Specialist in charge of the program(s). The payment split will also be discussed and agreed upon by the instructor and Recreation Specialist. Please initial next to the option you prefer.

Private Lessons
Option A: (Ins) _____ The roster will be ran every two weeks and the payment will be processed the following week.
Option B: (ins) _____ The roster will be ran at the end of every month and the payment will be processed the following week.

Group Classes
Option A: (Ins) _____ The first payment will be processed halfway through the session and the final payment will be processed the week following the last day of the session.
Option B: (Ins) _____ The entire payment for the session will be processed the week following the last day of the session.

Class Changes/Cancellations
The Recreation Specialist will inform the instructor how many participants have enrolled seven (7) business days prior to the start day of the class. At this point, the Recreation Specialist and instructor will discuss cancellation of the class if the number of
participants falls below the minimum required. The Recreation Specialist will provide instructor rosters with all participants upon request.

If an instructor needs a class to be cancelled or changed, you will need to inform the Recreation Specialist, a minimum of five (5) business days prior to the cancellation/change. The Recreation Specialist will then make necessary arrangements or calls to participants if needed. _______ Initials

If the change is last minute, it is the instructor’s responsibility to inform the Recreation Specialist by calling the Customer Relations Desk at (713) 662-7420 to speak to the Manager on Duty, and call all participants to inform of change. The Manager on Duty will then make necessary arrangements and calls to participants, if needed. A make-up date will be arranged in case of an unforeseen circumstance. If a class is not made-up then payment for that class will be backed out of the final payment. _______ Initials
City of West University
Parks and Recreation Department
4210 Bellaire Blvd, West University TX 77025

Class Proposal

Class Title: ___________________________ Level: Beg. ___ Int. ___Adv. ___

Instructor: ___________________________ Phone: (_____) ______ - _______

Insurance: ☐ Yes ☐ No
West U listed as additional insured: ☐ Yes ☐ No
If yes, expiration date: ____________ Policy # ______________

Class Description (50 words or less):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Description Copy Written: ☐ Yes ☐ No
If not, West U may use the description in future leisure guides or for promotional literature such as and not limited to, pamphlets, flyers, and banners (Ins) ______

Participant Ages: _________ Number of Participants: Min: _____ Max: _____

Class Scheduling Preferences;

1. Class Meets:
   ☐ Once a Week for _____ (list # of weeks fall) _____ (list # of weeks winter/spring)
      _____ (list # of weeks summer)
   ☐ Twice a Week for _____ (list # of weeks fall) _____ (list # of weeks winter/spring)
      _____ (list # of weeks summer)
   ☐ Other: __________________________

2. Length of Class: ________ hours

3. Day of Classes (Number your choices 1-3 with #1 being your first choice)
   __ Sun ____ Mon ____ Tues ______ Wed _____ Thur ______ Fri ____ Sat

4. Time ______ to ______

5. Guide Season
   ☐ Fall (September – December)
   ☐ Winter/Spring (January – May)
   ☐ Summer (June – August)
Payment/Fee

Agreed Upon Split: _____ Instructor / _____ West U

Class Fee: ______ per person (Note: In addition to the agreed percentage, The City will add and retain a $10 non-resident fee for to class fees $100 or less, $15 to class fees ranging from $101 to $249, and $25 to all class fees $250 or more.)

Supply Fee: ______ per person, paid to the instructor for class supplies not included in key fee (must be discussed with recreation specialist and approved by recreation manager)

List any special requirements or equipment you will need in a room, such as a sink, dry erase board, hardwood floors, etc. If you have no special needs, leave blank:

________________________________________________________________________

________________________________________________________________________

INSTRUCTOR INFORMATION

(PLEASE PRINT)
CLASS PAYMENT TO:

PAYMENT MAILING ADDRESS:

Number and Street

City State Zip

INSTRUCTOR’S FULL NAME:

First Middle (I) Last

ADDRESS:

Number and Street City State Zip

Cell Phone: _______________ EMAIL ADDRESS ________________________

EXPERIENCE/EDUCATION FOR TEACHING CLASS: (resume/certifications should be attached)

________________________________________________________________________

________________________________________________________________________

References (Please do not list relatives):

1. ___________________________ Phone: (____) _____-___________

2. ___________________________ Phone: (____) _____-___________

3. ___________________________ Phone: (____) _____-___________
Correspondence Supervisor  
Texas Department of Public Safety  
Crime Records Division  
P.O. Box 75999  
Austin, TX  78761-5999

CRIMINAL HISTORY RECORD – Print Legibly

The Texas Local Government Code Chapter 411 authorizes a city to obtain criminal history records from the Department of Public Safety as it relates to a person who is an applicant for employment at the City.

My signature below authorizes the Department of Public Safety to provide the City of West University Place, criminal history information that may be required to arrive a an employment decision. In connection therewith and in consideration of the undertaking of the City of West University Place to review this criminal history information and to consider me for hire, I hereby indemnify release and hold harmless the City of West University Place including, but not limited to its officers, agents and employees, in both their public and private capacities, from and against any and all damages, costs, expenses, and attorney’s fees for all claims and suits, including but not limited to claims for death, personal injury, and property damage, arising out of or connected with the request and/or retrieval of the criminal history records authorized herein.

Please note: It is a crime to disseminate this record to any person not authorized to receive the record, including the person who is the subject of this record. The subject of this record must obtain this record directly from the DPS. Government Code 411.085.

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Other names used

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Signature

Date

Please forward the criminal history information on the individual listed above to: City of West University Place, Human Resources/Risk Manager, 3800 University Blvd., West University Place, TX 77005.

Human Resources Office Use Only:  Position Title:
I, ____________________________, agree to abide by the policies and procedures as established in the City of West University Place, Parks and Recreation Department’s Contractual Instructor Policies and Guidelines document.

Signed ____________________________ Date ____________________________
Instructor

Signed ____________________________ Date ____________________________
Recreation Specialist

Signed ____________________________ Date ____________________________
Assistant Recreation / Recreation Manager

Please return completed forms to:

Recreation Specialist
4210 Bellaire Blvd.
West University TX, 77025
(713) 662 - 7420