Thank you for your interest in teaching a class at the Beloit Art Center! Please fill out the information below about the class you would like to teach. You can email it to info@beloitartcenter.com. We request all instructors be a member of the Beloit Art Center. Membership begins at $25.00. The Program Committee will review your proposal and be in touch with you.

**INSTRUCTOR INFORMATION** (Fillable form, click on box and type information)

| Name: |  |
| --- | --- |
| Address: |  |
| Phone: |  |
| E-mail: |  |
| Website/Social media: |  |
| Are you a BAC member? |  |

**CLASS INFORMATION**

| Name of class: |  |
| --- | --- |

| Description of class: |  |
| --- | --- |

| Proposed Class Date(s): |  |
| --- | --- |

| Class Times: |  |
| --- | --- |

| Minimum number of students required: |  |
| --- | --- |

| Special equipment or room set up needed: |  |
| --- | --- |

| Experience in teaching class: |  |
| --- | --- |

| Have you taught this class in our area before? If yes, where? |  |
| --- | --- |

**FEES**

Class fees will be split 70% to the instructor and 30% to the Beloit Art Center. Payment to the instructor will be made when all scheduled classes have concluded. Supply fee will be made upon completion of registrations.

| Instruction Fee (70% instructor, 30% BAC): |  |
| --- | --- |
| Supply Fee (no fee applied): |  |
| Total Class Fee to student: |  |

**TERMS OF AGREEMENT**

**Class flier:** Instructor is required to prepare a class flier with all class information. Beloit Art Center will post in the building and electronically in our newsletter, on Facebook and on our website. Information about classes is also sent in a press release to local newspapers.

**Registrations:** The Beloit Art Center will collect registration fees, unless another arrangement is made at the time of agreement. The BAC can accept cash, check and credit cards.

**Cancellation of class:** If class size is not met within three days of class, instructor and Beloit Art Center will discuss if class will be canceled.

**Please provide 4 - 6 photographs of the type of projects students will create.**

I have read and agreed to the terms of agreement to hold a class at the Beloit Art Center.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beloit Art Center Program Coordinator Date

(Apr 2022)