



Parks and Recreation Department
 (925) 516-5444
 150 City Park Way, Brentwood, CA 94513
 brentwoodca.gov

Course Proposal Form

(Submit multiple forms for each age group/type of class)

Instructor Information					
First Name:		Last Name:		Date:	
Business Name:					
Street Address:					
City:		State:		Zip:	
Phone:		Cell Phone:		Email:	
Website:					
Title of Class:					
Class Description (45 words maximum):					
Age Category			Activity Category		
Select one per type of class:			Select those that apply:		
Preschool (ages 0-4) <input type="checkbox"/>	Adults (ages 18+) <input type="checkbox"/>	Aquatics <input type="checkbox"/>	Day Camps <input type="checkbox"/>	Online <input type="checkbox"/>	
Youth (ages 5-12) <input type="checkbox"/>	Adults 50 & Better <input type="checkbox"/>	Art <input type="checkbox"/>	Fitness <input type="checkbox"/>	Preschool <input type="checkbox"/>	
Teens (ages 13-17) <input type="checkbox"/>	All ages <input type="checkbox"/>	Cooking <input type="checkbox"/>	Gymnastics <input type="checkbox"/>	Sports <input type="checkbox"/>	
		Dance <input type="checkbox"/>	Music <input type="checkbox"/>	Other _____	
Facility Preference (not guaranteed)					
1st Preference:			2nd Preference:		
Class Requirements					
Age Minimum:		Age Maximum:		Minimum Attendance:	Maximum Attendance:
Supply/Materials Fee: \$		Items Provided:			
Special Room Requirements:					
Day(s)	Start/End Date(s)	No Class Date(s)	Start/End Time(s)	# Of Classes per Session	Fee



Instructor Application

(For new instructors)

Applicant Information					
First Name:		Last Name:		Date:	
Address:					
City:		State:		Zip:	
Phone:		Email Address:			
Type of Business Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/>					
Proposed Class:					
Have you taught this course before?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Location:			Date(s):		
May we contact them as a reference?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Phone:
Location:			Date(s):		
May we contact them as a reference?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Phone:
Location:			Date(s):		
May we contact them as a reference?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Phone:
Education					
High School:			Address:		
From:	To:	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
College:			Address:		
From:	To:	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other:			Address:		
From:	To:	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
References					
Please list two professional references.					
Full Name:					
Company:				Phone:	
Address:					

Instructor Application

Full Name:		
Company:		Phone:
Address:		
Related Employment		
Company:		Phone:
Address:		
Job Title:		
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company:		Phone:
Address:		
Job Title:		
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Need for Program		
Please list all other providers of a similar program in this community:		
Name:		Phone:
Summary of Service:		
Name:		Phone:
Summary of Service:		
Disclaimer and Signature		
<p>Contract Instructors are contracted with the City to provide instruction for specialty recreation activities, and are therefore not employees of the City of Brentwood. Contract Instructors shall be dismissed at any time if the Parks and Recreation Department finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be a Contract Instructor. I certify that all statements in this application are true and complete. I agree and understand that any incorrect statements or omissions of material facts herein will cause forfeiture on my part of all rights to contract with the City of Brentwood. I release all individuals who provide information to the City from all liability regarding the use of such information.</p>		
Signature:		Date:

WELCOME TO THE CITY OF BRENTWOOD

The Parks and Recreation Department is dedicated to the well-being and quality of life of our community. We provide the best in programs, parks and services at a great value to our customers. Brentwood has 252.67 developed acres of parkland, nearly 100 award-winning parks and facilities, 19.2 miles of beautiful trails, and 63 miles of bike lanes. We offer over 100 recreational activities and events for people of all ages and interests.

WHY TEACH A COURSE WITH THE CITY OF BRENTWOOD?

The Brentwood Parks and Recreation Department is a progressive municipal agency, committed to improving the quality of life by providing recreational and leisure experiences in our community. Brentwood Parks and Recreation Department utilizes independent contract instructors to provide recreation services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families, and mature adults.

What can the Brentwood Parks and Recreation Department offer you as an instructor? Here are just a few features our Department can offer:

- The City has a variety of facilities. The Brentwood Community Center, Brentwood Senior Activity Center, Brentwood Family Aquatic Complex, parks, as well as multi-purpose rooms, gymnasiums, and athletic fields at local schools are available for classes. These facilities are maintained to ensure the comfort of instructors and participants.
- The Brentwood Parks and Recreation Department will include your course description in our Parks and Recreation Activities Guide that reaches a population of more than 65,000 Brentwood residents, as well as on the City website for online registration.
- The City uses an online registration system. The ActiveNet registration software allows us to maintain facility booking for your course and to process registrations in an efficient manner. Instructors receive attendance reports and Parks and Recreation staff provides instructors with contact information for all participants. We offer registration through three (3) easy customer-friendly ways, including online registration, mail-in and walk-in.

HOW TO GET STARTED

Contracts with instructors will be initiated on an annual basis. In order to become a Contract Instructor for the City of Brentwood, a potential instructor must first do the following:

- Submit an Instructor Application
- Submit a Course Proposal Form for the following seasons:
 - ◇ Spring: February 1 – April 30
 - ◇ Summer: May 1 – July 31
 - ◇ Fall: August 1 – October 31
 - ◇ Winter: November 1 – January 31

Once the Contract Instructor has submitted an Instructor Application and a Course Proposal Form, a representative from the City of Brentwood will contact you and serve as your point of contact for the processing of your proposal. If the City decides to proceed with your course, the Instructor will need to provide additional information before entering into a contract with the City of Brentwood. (Please see Instructor Requirements section).

INSTRUCTOR REQUIREMENTS

Before the City of Brentwood can enter into a Contract for Instructor Services, the following documents must be obtained from a potential instructor.

- **City Business License:** Independent Contract Instructors are required to obtain and maintain, at their own cost, and maintain a City of Brentwood Business Tax Certificate for the term of the agreement. <https://www.brentwoodca.gov/government/finance-information-systems/business-tax-certificate>. If you have other questions regarding a Business Tax Certificate, you can contact us via email at BTCmessages@brentwoodca.gov or by calling our office at (925) 516-5480. Office hours are 8:00am to 5:00pm.
- **Insurance:** The City does not provide insurance coverage for instructors. If a liability claim occurs against you and the City, you will be responsible for defending yourself and potentially, for paying a claim brought against you.
- **General Liability Insurance**
 - ◇ As an Instructor for the City, you are required to provide General Liability Insurance. Proof of Insurance comprised of a Certificate of Liability and an Additional Insured Endorsement of comprehensive general liability insurance is required. The original endorsement of comprehensive general liability insurance must be written by one or more responsible insurance companies licensed to do business in California. This coverage must:
 - ◇ Name the City and its officers, agents, volunteers and employees as additional insured against liability to persons, damages to property, and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
 - ◇ Include liability coverage for claims made by participants in your event. You are advised that any and all exclusions pertaining to athletic or recreational events must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event.
 - ◇ Be PRIMARY insurance with respond to the additional insured named above. Any other insurance available to the City and its officers, agents, volunteers and employees shall be excess and non-contributory.
 - ◇ Address to include: City of Brentwood, 150 City Park Way, Brentwood, CA 94513
 - ◇ The comprehensive general liability insurance policy limits of such insurance shall not be less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage.
- **Additional Insured Endorsement**
 - ◇ You must provide the City with the endorsement 14 days prior to the start of your course. Each endorsement shall be subject to approval by the City of Brentwood.
 - ◇ You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on an ISO approved form. The City will NOT accept a certificate of insurance alone as proof of insurance coverage. Insurance certificates must be signed.

INSTRUCTOR REQUIREMENTS continued

◇ The original endorsement must specifically list the following:

- “City of Brentwood, officers, agents, employees, and volunteers are additional insured.”
- “This insurance is primary with respect to the additional insured. Any other insurance available to the City of Brentwood, its officers, agents, employees, and volunteers, shall be excess and noncontributory”

• **Auto Insurance**

◇ Unless an instructor’s class is taking place at their own place of business, all instructors are required to provide proof of \$1,000,000 auto insurance coverage, unless otherwise approved by the City’s Risk Manager.

• **Workers Compensation Insurance**

◇ If you employ staff, you must submit a Certificate of Workers’ Compensation Insurance in the amount of \$1,000,000. If you do not have employees, and you are a sole proprietor, you must submit a letter stating that you do not have employees and that you agree to provide workers compensation insurance should that status change. Upon request, the City can provide a “No Employee Declaration Form” that can be submitted in lieu of such letter.

• **Tuberculosis (TB) Test Certificate:** California State regulations require any person employed in connection with a park, playground or recreation center to produce a valid TB test certificate prior to employment. Contractors must complete and submit TB Test certificates for themselves and their employees. If you already completed the test and have a certificate form from the last two years, please submit a copy. Contractors will obtain a TB test at the contractors own expense.

• **Fingerprints:** The City requires all instructors and individuals who assist in instruction comply with Section 5164 of the law (Supervision of Minors). Upon acceptance of your proposal, you will be given instruction on steps required for fingerprinting. All fingerprinting is completed through the Brentwood Police Department and is free of charge. A photo I.D. card or Driver’s License must be present to the fingerprint screening and knowledge of your Social Security Number. Contractors must also provide a form certifying that all individuals who will have supervisory or disciplinary authority over a minor have been fingerprinted; TB tested and passed the appropriate background check.

• **Agreement for Instructor Services:** The City reserves the right to negotiate with instructors the terms of the agreement. Agreement for Instructor Services forms are standard and cannot be altered or changed, with the exception of Exhibit “A” Scope of Services/Fee Schedule of the agreement. Instructors are required to sign two original agreements, and one of those originals will be mailed back to the Instructor upon execution of the agreement.

• **Mandated Reporters:** Instructor agrees that only those who have been trained in mandatory reporting as required by California Penal Code §§ 11164 et. seq. (Child Abuse and Neglect Reporting Act) (“Mandated Reporters”) will perform the services. Upon City’s request, Instructor will produce statement of mandated reporter forms that are completed and signed by all mandated reporters providing the Services. Statement of mandated reporter forms are available from the City and/or the State.

• **W-9 Form:** Under the United States Internal Revenue Code, the City is required to report the payment(s) made to you each year. A completed W-9 Form must be submitted to the City before you are eligible to receive payment.

GENERAL INFORMATION

- **Class Registration:** Participants must pre-register for all courses. Registration dates vary each season but follow the same schedule each season (resident registration and open registration). Registrations are processed on a first-come, first-served basis by the City of Brentwood. No registrations may be taken at your program. Contract Instructors should never collect payment for accept registrations. There are three (3) quick and easy ways to register for courses:

- ◇ **Online Registration:**

- <https://apm.activecommunities.com/brentwoodparksandrec/Home>

- ◇ **Mail-In:**

City of Brentwood Parks & Recreation Department
150 City Park Way, Brentwood, CA 94513

- ◇ **In-Person:**

Brentwood Community Center
35 Oak Street, Brentwood, CA 94513
Monday – Friday 8:00am – 5:00pm

Brentwood Senior Activity Center
193 Griffith Lane, Brentwood, CA 94513
Monday – Thursday 8:30am – 5:00pm
Friday: 8:30am—3:00pm

Brentwood Family Aquatic Complex
195 Griffith Lane, Brentwood, CA 94513
Monday – Sunday (Seasonally and hours may vary)

- **Holidays:** The City of Brentwood observes the following holidays and classes will not be offered on these days:

New Year’s Eve and New Year’s Day

Labor Day

Martin Luther King, Jr. Birthday

Veterans Day

President’s Day

Thanksgiving Day and day after

Memorial Day

Christmas Eve and Christmas Day

Independence Day

COURSE REQUIREMENTS

- **Absences:** If an instructor is ill or unable to meet with his/her class, the instructor must notify his/her Parks and Recreation representative as soon as possible and advise of a make-up date , if available. It is the instructor's responsibility to notify participants of a course cancellation of this nature and provide a possible make-up date. If a make-up date is not an option, participants will be refunded the prorated fee for the cancelled date(s).
- **Accidents and Incident Reports:** In the event that an Accident/Incident does occur during your program, an Accident/ Incident Report must be completed and submitted to the Parks and Recreation Representative within 24 hours. It is the Contract Instructor's responsibility to know where the first aid kit is located in the facilities where they provide services. For minor first aid (bandages, etc.) the first aid kit will suffice. For serious accidents, DO NOT MOVE the injured participant and call 9-1-1. If a child is involved, notify the parent/guardian immediately, and then contact the Parks and Recreation Main Office at (925) 516-5444. All accidents and incidents must be reported, no matter how minor they may appear.
- **Americans with Disabilities Act (ADA):** The ADA is a federal legislation, which gives civil rights protection to individuals with disabilities, similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications. It is the policy of the City of Brentwood to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result.
- **Class Rosters, Attendance Sheets, Liability Waivers, Code of Conduct:** The class rosters, attendance sheets, liability waivers, and code of conduct will be available for pickup at the Parks and Recreation office two (2) days prior to the course starting. It's the instructors responsibility to pick up the class rosters, attendance sheets, liability waivers, and code of conduct before class. Instructors may request updated reports, if needed at/after the start of the class.
- **Checking your Course Enrollment:** Once registration has opened for a new session, you can inquire about your enrollment at any time through your Parks and Recreation representative or by calling the Parks and Recreation office at (925) 516-5444. Instructors can also check their enrollment online at www.brentwoodca.gov .
- **Contract Instructor Payment:** City of Brentwood policy provides payment after receipt of services; therefore, advance payments are not possible. A Parks and Recreation representative will process the instructor payment once the completed class attendance sheets and liability waivers are returned. It is the instructor's responsibility to submit the required documentation at the end of each class session. Instructors will receive payment within 30 days if the required documentation is submitted within a timely manner. The City of Brentwood will not withhold money for social security or federal income tax. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.
- **Course Cancellations:** The City of Brentwood reserves the right to cancel, combine or divide courses, change the time, date or place of courses, and make other changes, which become necessary to ensure a quality experience for the participants. Courses without minimum enrollment will be cancelled or combined. If the Parks and Recreation Department cancels your course, the Department will notify participants and issue any necessary refund. Contract Instructors are responsible for contacting the Parks and Recreation Department representative at least five (5) business days before the class starts to cancel a class. If Contract Instructor cancels, a class date the instructor is are responsible for informing students.
- **Discrimination and Harassment:** The City of Brentwood has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.
- **Facilities:** Contract Instructors using City facilities will be allowed to set-up their classrooms 15 minutes prior to the class start time. The Instructor must always leave the room in the condition in which it was found. This means he/she must clean up any materials (art supplies, papers, etc.) after the class ends. Facilities may have part-time staff assigned to open and close the facility. If staff is not present to open or close, the Instructor may contact their assigned Parks and Recreation representative at any time. Instructors may not use the copy machines, fax machines or computers at any of the facilities. Instructors must prepare printed materials in advance.

COURSE REQUIREMENTS (continued)

- **Personal Business:** Contract Instructors are not allowed to solicit personal services or items to participants, guests, or staff. The Contract Instructor may not receive or make personal phone calls while performing services.
- **Refund Policy/Withdrawals:** The Brentwood Parks and Recreation Department Refund Policy reads as follows:

Our department strives to provide you with high quality programs. Some situations that occur are beyond our control. Withdrawals/refunds could cause the class/activity/program to drop below the minimum required attendance, which could cause the class/activity/program to be cancelled. City reserves the right to cancel a program and refund under extenuating circumstances. Should you be dissatisfied, please contact us and staff will work with you to the best of our ability.

Refunds will be considered upon request to the Parks and Recreation Department.
Refund requests made no later than half way through a class/activity/session may be subject to a partial refund.
If applicable, a uniform fee will be deducted from the refund.
Refund requests made after the last class/activity/session will be considered on a case-by-case basis.
Refunds are processed within 30 days.
Refund policies may vary for Adult Leagues, Aquatics, Senior Trips and Facility Permits.
- **No Shows:** If a participant does not show up for the first class, please give the participant a call to remind him or her of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes for which they have registered, but it is good customer service to call your participants. Contact names and phone numbers are printed on the class roster.
- **Releasing of Minors:** At the end of the activity time, the Contract Instructor must not release a child to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The Contract Instructor must stay until all participants have left the facility. The Contract Instructor should contact the parent or guardian if a child is not picked up. If the parent or guardian cannot be reached after 15 minutes, the Instructor should contact the Parks and Recreation main office at 925-516-5444 during business hours and the Brentwood Police Department at (925) 809-7911 after business hours. Instructor should stay with the child until Parks and Recreation staff, a police officer, or the parent/guardian arrives.
- **Representing the City through Professional Conduct:** It is imperative that Contract Instructors be helpful and courteous at all times. The City of Brentwood does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and City staff. If a Contract Instructor, participant, or guest engages in an inappropriate or unsafe manner, they will be asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited and may result in termination of the contract.
- **Safety of Participants:** The Contract Instructor's primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify staff and to take actions that will ensure participant safety.
- **Standard Revenue Split:** A standard split of 70/30 will be applied to compensate Contract Instructors unless otherwise negotiated. Contract Instructors will receive 70% of the monies received from class registration. The remaining 30% is retained by the City of Brentwood to cover general operating costs. Instructors who hold courses at non-city facilities (i.e. personal businesses) will receive a split of 75/25. Contract Instructor proposals can also include camps and workshops as part of their proposals. Registration fees and compensation for short-term programming and contracts can be negotiated.
 - ◇ All Instructors set their class fees. The Parks and Recreation representative will provide assistance on current market conditions.
 - ◇ Non-Resident Fees: The City imposes a non-resident fee to individuals who do not reside in the City of Brentwood. The Contract Instructor will not receive the non-resident fee portion collected. This is a charge imposed and retained by the City.
 - ◇ Instructor payments are calculated based on the resident fee for all registered participants.
 - ◇ Instructors will be paid their agreed upon split for any pro-rated registrations.

COURSE REQUIREMENTS (continued)

- **Substitutes:** If an instructor has made arrangements for a substitute, the City must be notified. Your Parks and Recreation representative must approve all substitutes. Substitutes who are not Contract Instructors with the City of Brentwood must meet all requirements including TB tests, fingerprinting, etc. before instructing.
- **Supply/Material Fees:** The Contract Instructor will determine student material fees and inform the City of the need for these fees. Instructors may also opt to supply classrooms materials, direct students to the appropriate sources, or build the cost of supplies into the class fee.
- **Taking Attendance:** It is the Contractor Instructor's responsibility to take attendance at each class. This is especially important for large classes where participants have shown up to class without paying. Please inform individuals who have not paid to go to the Parks and Recreation Department to register. Participants should either be on your class roster and attendance sheet or have receipts before they are admitted to your class. The instructor's payment is based on the participants who are registered for their course.

PROMOTING YOUR COURSE

Your course will be listed in the Activities Guide that is on our website and mailed to all Brentwood households, but it is important that the Contract Instructors conduct some additional outreach to ensure the success of the course (i.e. flyers, ads, etc.). **All advertising materials must include the City of Brentwood logo, contact number for registration (925) 516-5444, registration website www.brentwoodca.gov, the course activity number, and the contract instructor's phone number or email address.** The Parks and Recreation representative must approve all advertisement materials.

- **Advertisements:** There are several local publications, magazines and news papers.
- **On the internet:** Develop your own website or social media site/campaign.

Promotion by the Parks and Recreation Department: The City of Brentwood will place your description in our Activities Guide and possibly any pictures of your classes that you have provided. Additionally, your course description will also be listed on our online registration page, www.brentwoodca.gov. Flyers may also be created to help generate interest. Parks and Recreation Staff may also use social media websites to help advertise classes.

Your personal contact information will be listed in the Activities Guide and on our online registration page. Please indicate on your Course Proposal Forms if you would prefer potential students to contact you by phone or by email.

SUBMITTING YOUR COURSE PROPOSAL FORM

Completed proposals can be mailed to the address below or faxed to (925) 516-5447. You can find all the needed forms at www.brentwoodca.gov. Please include additional course proposals forms if you are proposing to teach more than one type of class or more than one age group.

For more information, please contact:

City of Brentwood

Parks and Recreation Department

150 City Park Way

Brentwood, CA 94513

(925) 516-5444

Thank you and we look forward to working with you!