**Please review and initial after each statement**

**Class**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Instructor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. All access to the building is through a lock box. Code will be provided by staff. \_\_\_\_\_\_\_\_\_\_
2. Each instructor is responsible for ensuring all doors are locked before you leave. \_\_\_\_\_\_\_\_\_\_
3. Each instructor is responsible for setting up the room as required for your class. \_\_\_\_\_\_\_\_\_\_
4. Each instructor is responsible for putting all tables and chairs back before leaving and to ensure the tables are not touching the walls. \_\_\_\_\_\_\_\_\_\_
5. Each instructor is responsible for cleaning the floor (i.e., vacuum, mop, sweep, wiping tables and chairs) before leaving. \_\_\_\_\_\_\_\_\_\_
6. Each instructor is responsible for cleaning up. **All trash or litter must be properly disposed of in the large dumpster in the back of the Community Center**. This includes all trash and garbage in the restrooms. Any trash on the floor must be picked up. All garbage bags must be replaced. The garbage can in the kitchen requires a 50-gallon bag. The bathrooms require normal kitchen bags. \_\_\_\_\_\_\_\_\_\_
7. Each instructor is given a sign-in sheet, which you are required to have each student or participant sign. If you are teaching multiple classes in the same week, then you can use one sign-in sheet. **NOTE:** For multiple-day classes, separate the days so we can determine the number of participants for each class taught. \_\_\_\_\_\_\_\_\_\_
8. The cost for using the A&O Bridges Community Center is 30% of the fee that you charge each participant. (**EXAMPLE**: If you charge $10.00 per participant, then you will owe $3.00 per participant.) \_\_\_\_\_\_\_\_\_\_
9. Payment is due the first week of each month. \_\_\_\_\_\_\_\_\_\_
10. Each instructor is responsible for obtaining waivers for any injuries occurring while in class with a copy provided to the Community Center Coordinator/Town Administrator. \_\_\_\_\_\_\_\_\_\_
11. **It is the instructor’s responsibility for contacting each student or participant of a class or event cancellation. \_\_\_\_\_\_\_\_\_\_**
12. ***It is the instructor’s responsibility to contact the Community Center Coordinator via email of any change in schedule by the 15th of the previous month****. \_\_\_\_\_\_\_\_\_\_*
13. There is a $25.00 fee for any trash or floor debris that has not be cleaned and left to be disposed by town staff or other instructor. \_\_\_\_\_\_\_\_\_\_
14. If you see trash or other damages, email pictures immediately to aobridgescc@sharpsburg-ga.gov. \_\_\_\_\_\_\_\_\_\_
15. Repeated instances of not properly disposing of trash or cleaning will be documented and may result in cancellation of classes. \_\_\_\_\_\_\_\_\_\_
16. Town Administrator and/or his/her designee may cancel this agreement if terms are not met or upon repeated, documented violations. \_\_\_\_\_\_\_\_\_\_
17. Should an instructor have any questions regarding any other class, /instructor, or any conflicts, the instructor should contact the Community Center Coordinator and/or Town Administrator. It is the responsibility of the Community Center Coordinator/Town Administrator to clarify any issues. \_\_\_\_\_\_\_\_\_\_

***If this Instructor’s Agreement is not signed and/or initialed, the Town recognizes the instructor has cancelled his/her class***.