



Thank you for your interest in instructing a class, activity or program at the Haltom City Recreation Center. In order to become an instructor, you must submit a Class Proposal Form for review. The following information about the Haltom City Recreation Center and its policies will help you to complete the Class Proposal Form. If you have any questions about any of the policies or completing the form, please contact the Recreation Supervisor at (817) 831-6471 or cp Pruitt@haltomcitytx.com.

Definition of Contractor - All program instructors are set up on a contractual basis. The contractor will not be considered a regular employee of the City of Haltom City, but shall be considered an independent contractor and as such will not be entitled to insurance, sick leave, vacation or other employee benefits given to regular employees of the City. It is also agreed and understood that the contract instructor will be liable for the payment of income taxes and the City will not be required to and will not withhold for income tax purpose or for any other tax purposes.

Responsibilities of the Contractor - The contractor is responsible for deciding all details of the program they wish to instruct. The Recreation Supervisor will assist the contractor to ensure that all details are determined and to provide information about the availability of the facility. All details must be approved by and finalized with the Recreation Supervisor.

Minimum Qualifications - The contractor must be at least 18 years of age and have at least one year of experience directly related to the program idea that they wish to implement. Certifications for exercise classes are required and must be current. A background check will be conducted prior to the implementation of your class.

Program Submission Deadline - All activity proposals must be submitted at least six weeks before the proposed start date of the activity. This will allow the Recreation Supervisor time to approve the activity, market the activity and allow ample time for participants to register for the program.

Program Registration and Waivers - The Parks and Recreation Department performs all program registrations. Participants must pay in full at the time of registration. Participants are required to sign waivers at the time of registration that release the City of Haltom City and its contractors from all liability. Most of our programs are run on a month-to-month basis. We have found that "sessions" do not work well in our center.

Fees and Instructor Payment - Contractors are paid based on the registration fees collected per participant. The Department typically pays instructors 70% of the collected fees. Therefore, when determining the fee for the class per participant, please take this policy into consideration. Contractors are responsible for making sure their participants have paid for their class. Rosters of paid participants

may be requested at any time. Also, note the community we serve is a lower income community. Keep this in mind when setting class fees. Payment may be negotiated once the proposal has been accepted, based on the type of class or program you plan to offer. Instructors are paid on a monthly basis.

Program Marketing and Promotion - The City of Haltom City reserves the right to alter program details for marketing and/or formatting purposes. All marketing and promotional materials must be created based on the specifications and guidelines provided to all City departments. The Recreation Supervisor will work with contractors to create marketing and promotional materials. As part of the contractual agreement, all programs are promoted using some or all of the following venues:

- **Bi-Monthly Newsletter** - The Haltom City Parks and Recreation Department includes class information, as space allows, in the City's bi-monthly newsletter.
- **City Website** - The City of Haltom City's website (www.haltomcitytx.com) offers information about the Parks and Recreation Department, its facilities and programs. Online registration for programs is in the works and should be "live" by the end of the year. This will provide another avenue of marketing programs and increasing participation.
- **Facebook** – Classes can be promoted on our Facebook page. Additional social media promotions can be discussed once a class is approved.
- **Flyers** - The Recreation Supervisor can create flyers to help promote programs. All marketing and promotional materials must be created based on the specifications and guidelines provided to all City departments. These are posted on the wall in the lobby of the Recreation Center, Library, City Hall, and/or Senior Center.
- **Photographs** - Haltom City Parks and Recreation Department staff will take photographs of programs for future promotional purposes. However, we will gladly accept any photographs or icons associated with the program to be used in promotional materials.

Other Information to Consider

Classes often take time to gain popularity. Details about the program may need to be adjusted to help increase enrollment. No changes will be made to the program without the contractor's consent.

Contractors cannot use programs to sell products or services, excluding class supplies. Once you have completed the Class Proposal Form, please fax or email to the Recreation Supervisor at: 817-222-1351 or cpruitt@haltomcitytx.com.

Or drop off/mail to:

Haltom City Parks and Recreation Department
Attn: Recreation Supervisor
4839 Broadway Avenue
Haltom City, Texas 76117

The Recreation Supervisor will contact you upon reviewing these documents.



Class Proposal

A separate proposal is required for each proposed class.

Instructor Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____

Class Title _____ Proposed Fee per Student: _____

Class Description (how would you market your class in 35 words or less?):

Target Audience (who should take your class? Be specific – ages, gender, skills needed, etc.):

Special Requirements (Supply fees, materials, proof of age, etc.):

Facility Requirements (type of space you need including tables/chairs/electricity/mirrors):

Minimum # of students?

Maximum # of students?

Describe your qualifications/experience in regards to the proposed class:

What day(s) of the week and times would you suggest for this class/program?

From _____ am/pm To _____ am/pm on _____ (day of week)

From _____ am/pm To _____ am/pm on _____ (day of week)

From _____ am/pm To _____ am/pm on _____ (day of week)

From _____ am/pm To _____ am/pm on _____ (day of week)

From _____ am/pm To _____ am/pm on _____ (day of week)

From _____ am/pm To _____ am/pm on _____ (day of week)

Other Comments: