



## TEACHING ARTIST CONTRACT

Teaching Contract Between Teaching Artist and CraftopiaWA, LLC.

This CONTRACT is entered into on \_\_\_\_/\_\_\_\_/\_\_\_\_\_, by and between the TEACHING ARTIST \_\_\_\_\_ and CRAFTOPIAWA, LLC. NOW, THEREFORE, the parties agree as follows:

1. REQUIREMENTS FOR TEACHERS: The TEACHING ARTIST agrees to submit a written description of their class, photo, times and dates of classes, and the cost for students to Craftopia a minimum of 30 days before the desired class date. This can be submitted via e-mail to [info@craftopiawa.com](mailto:info@craftopiawa.com) or texted to 253-290-2642.
2. SUPPLIES AND EQUIPMENT: In most instances, the Teaching Artist is required to provide their own supplies for their class. Craftopia is happy to provide access to office equipment and basic supplies such as paper, staples, copy/print, glue, etc. Craftopia can provide some specialty equipment/supplies in emergency situations for an additional fee to be discussed should the need arise.
3. TERMS: Craftopia does not currently require a minimum number of students registered to hold a class. The Teaching Artist may, if preferred, establish a minimum class size to run the class. If that minimum is not met, signed up attendees can receive a voucher towards a different class. Craftopia does not offer refunds for class tickets except due to cancellations on Craftopia's part..
4. CANCELLATION: Contracts between the TEACHING ARTIST and CRAFTOPIAWA, LLC require that 20 days' notice be given by either party if the service is to be cancelled or dates changed, except in the case of emergencies or illnesses.
5. COMPENSATION: (initial one)

\_\_\_\_\_ In House Instructor: CRAFTOPIAWA, LLC will collect all class fees for registrants. CRAFTOPIAWA, LLC agrees to pay the TEACHING ARTIST 70% percent of revenue from class either 10 days after the completion of class, or 15 days after the month end, at the TEACHING ARTIST's preference. Payment will be made via check, Venmo or direct deposit. Please see below to make your preferred payment selection

\_\_\_\_\_ Guest Instructor: CRAFTOPIAWA, LLC agrees to rent out classroom space for \$25/hour. The TEACHING ARTIST is responsible for providing registration and collecting all class fees

INDEPENDENT CONTRACTOR STATUS: The TEACHING ARTIST and CRAFTOPIAWA, LLC agree that the TEACHING ARTIST is an independent contractor and not an employee of CRAFTOPIAWA, LLC. The TEACHING ARTIST is responsible for all insurance (worker's compensation, unemployment, etc.) and all payroll related taxes. The TEACHING ARTIST is not entitled to any employee benefits. CRAFTOPIAWA, LLC agrees that the TEACHING ARTIST shall have the right to control the manner and means of accomplishing the result contracted for herein. If payouts are in excess of \$600, CRAFTOPIAWA, LLC will issue a 1099 as required by state and/or federal law.

6. The TEACHING ARTIST will:
  - a. Coordinate and implement adequate marketing and advertising for their classes, NOT solely relying upon CRAFTOPIAWA, LLC for marketing and advertising responsibilities.
  - b. Be fully set up and ready to greet learners at least 5 minutes before listed start time of their class.
  - c. Make reasonable effort to return the classroom to teach-ready condition and all used supplies put away upon conclusion of their class. A \$10 fee will be assessed by CRAFTOPIAWA, LLC for excessive cleaning or supplies not being put away.

7. CRAFTOPIAWA, LLC will:

- a. Provide a clean, well-lit facility with tables and chairs, refreshment station, wifi and reasonable access to a TV/Projector screen, paper cutter, printer, and other standard equipment for the TEACHING ARTIST program.
- b. Assist with the coordination of program activities, including online registration and promotion.
- c. Assist in the marketing and advertising of scheduled activities, which will include (at least) social marketing posts on Facebook, our website craftopiawa.com, and email campaigns with provided information.
- d. Accommodate at least one meeting prior to first class date between staff and the teaching artist if requested by teaching artist.
- e. Have at least one representative present in the building during all sessions when the TEACHING ARTIST is holding a class.
- f. Inform the TEACHING ARTIST of changes to CRAFTOPIAWA, LLC'S schedule, which may result in cancelled or rescheduled classes.

Signatures:

\_\_\_\_\_

TEACHING ARTIST

\_\_\_\_\_

(date)

\_\_\_\_\_

print name

\_\_\_\_\_

for CRAFTOPIAWA, LLC

\_\_\_\_\_

(date)

\_\_\_\_\_

print name and title

Please choose one:

\_\_\_\_\_ I prefer to receive my payment per class

\_\_\_\_\_ I prefer to receive my payment per month

Please make consignment payments payable to:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City, State, Zip)

\_\_\_\_\_ (Phone number)

I prefer to receive my payout via:

\_\_\_\_\_ : Check

\_\_\_\_\_ : Venmo

\_\_\_\_\_ : Direct Deposit (preferred): Cell phone: \_\_\_\_\_