



Independent Contractor Course Proposal Specialty Classes 2022

Instructor/Organization Name: _____

Phone Number: _____ Can we release your phone number? Yes ___ No ___

E-mail Address: _____ Release e-mail? Yes ___ No ___

Mailing Address: _____

Program Name: _____

Class Meeting Information

Date Range	Weekday(s)	Time (1st Choice)	Time (2nd Choice)	Number of Classes in Session	El Cerrito Resident Fee	*Non- Res Surcharge <small>25% of Res Fee</small>	*Admin Surcharge <small>4% of Res Fee (\$13 Max)</small>
Ex: Sep 6-Sep 27	Ex: Mon	Ex: 12-1pm	Ex: 1-2pm	Ex: 4	Ex: \$40		

*Fees are rounded to the nearest dollar. *Surcharges not included in instructor payment but will affect the advertised price.*

No Class Dates: _____

Facility 1st Choice: _____ Facility 2nd Choice: _____

Facility Notes/Special Requests (Ex: outlet needed? sink? Can be left blank.):

Class Age Range: _____ Class Size Minimum: _____ Class Size Maximum: _____

Allow late starts: Yes ___ No ___ If Yes, Prorate late starts? Yes ___ No ___

If class allows age 60+, would you like to offer a 15% senior discount on your class fee? Yes ___ No ___

Class/Program Description *(City reserves the right to edit description for advertisements/publications):*

Program Requirements or Special Instructions *(What to bring or wear? Special skills or prerequisites required? Etc.):*

Other Notes/Requests:

E-mails can automatically generate through our Registration System when a registration has been processed. Please answer the following communication preference questions.

Send E-mail for all new Enrollments? Yes ___ No ___

Send E-mail when there is a Cancellation? Yes ___ No ___

Send E-mail when Minimum Count is Reached? Yes ___ No ___

Send E-mail when Enrollment is Full (class reaches maximum)? Yes ___ No ___

----- **OFFICE USE ONLY** -----

To be completed by City Coordinator or Supervisor:

Waiver: _____ Set Up Minutes: _____ Clean-Up Minutes: _____

Maint. Comments: _____

Registration Notes: _____

For Office Use:

Date Received: _____ Staff Initials: _____ Date Input into RecTrac (Completed): _____

Activity Name & #: _____ Facility Reserved? _____

Notes: _____