



# The Community House

SANIBEL COMMUNITY ASSOCIATION

## **The Community House – Instructor Policy Form**

2173 Periwinkle Way, Sanibel, FL 33957

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### **Thank you for your interest in leading a program at The Community House!**

To be considered as an instructor, please complete the following form and provide all requested documentation. This helps us ensure a consistent and quality experience for our community.

### **Instructor Information**

**Full Name:** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### **Required Materials & Information**

Please submit or attach the following:

**1. Examples of Your Work (if applicable):**

- Please provide a portfolio, photos, links, or descriptions of your previous work.

**2. Professional References:**

- List previous locations you have taught, including a contact name and phone number.

■ **Organization/Location:** \_\_\_\_\_

■ **Contact Name:** \_\_\_\_\_

■ **Phone Number:** \_\_\_\_\_

**3. Proof of Insurance (required depending on the type of class):**

- Instructors are required to carry a **\$1 million liability insurance policy** in their name or business name.
- Please attach a copy of your Certificate of Insurance (COI).

4. **Compensation Requirements:**

- Please indicate your desired compensation (per student):  
\$ \_\_\_\_\_ per student

5. **Class Outline:**

Please attach or describe the proposed class in detail, including:

- **Target Audience:** Who is this class for?
- **Description:** What will the class cover or teach? Will participants leave with a product or a sample?
- **Schedule:** Length of the class, setup and cleanup time
- **Location Needs:** Type of space required (e.g., kitchen, art room, open floor space, water)
- **Materials:** Will you provide materials? Will participants need to bring anything?
- **Room Setup Needs:** Tables, chairs, AV equipment, electricity (outlets), water access, extension cord, lighting, tables, chairs, etc.

6. **Class Size Requirements:**

- **Minimum number of students to run class:** \_\_\_\_\_
- **Maximum number of students allowed:** \_\_\_\_\_

**Instructor Agreement**

- I certify that the information provided is accurate and complete.
- I understand that submission does not guarantee acceptance as an instructor.
- I agree to follow The Community House's policies and guidelines for instructors.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_