

**CITY OF LAKE ELSINORE
COMMUNITY SERVICES DEPARTMENT**

130 South Main Street
Lake Elsinore, CA 92530
Telephone: 951-674-3124
Website: www.lake-elsinore.org



**Recreation Class Proposal
INFORMATION**

The following is information about Lake Elsinore Community Services Department (LECSD) Recreation program policies. It will help you complete the Proposal Application at the end of this document.

Program Submission Deadline:

If an agreement is made with the City to offer your program(s), all information must be submitted no later than the following dates to be included in the City Activity Guide publication:

- December 15: Spring/Summer book for March – August programs
- June 15: Fall/ Winter book for September – February programs

The City Activity Guide is published twice per year and distributed at all City facilities. A digital copy of the City Activity Guide is made available at www.lake-elsinore.org. New program applications are accepted between publications; however, those classes will not be advertised within the City Activity Guide.

Program Registration and Waivers

LECSD performs all program registration. Program patrons are required to sign waivers that release the City of Lake Elsinore and its agents from all liability. The City of Lake Elsinore requires all contract instructors to fill out a vendor application and W-9.

Fees and Instructor Payment

Generally, 75% of program fees are paid to the instructor. Please structure your proposed program fees accordingly. Instructor payment is processed at the conclusion of each session. Payments are processed within 45 days of approval.

Program Refund Policy

A registered patron may be refunded a pro-rated refund after the first program of a session. This policy is in effect to allow tentative patrons to try a program before committing. If a patron attends the second program, there will be no refund given. A full refund will be given if an activity is cancelled by the LECSD. If participants must drop out of an activity due to serious illness or injury, they may be entitled to a refund. Refunded participants will not be included in the Instructor payment. No refunds will be given to the patron for supplies purchased for the program.

Other Information

- Programs often take time to gain popularity. Titles, program fees, and program descriptions may be adjusted to help increase enrollment.
- Instructors cannot use programs to sell products or services - excluding program supplies.
- The City of Lake Elsinore requires all instructors to purchase a \$1 Million General liability insurance policy naming the City of Lake Elsinore as additional insured. Endorsement letter must be included.
- Instructors are required to provide a three hundred thousand dollar Commercial Auto Policy naming the City of Lake Elsinore as additional insured.
- All instructors are required to purchase a City of Lake Elsinore business license.
- Any items provided by the City (i.e. tables, chairs, etc.) are the responsibility of the instructor to set up and break down.

This is a class proposal only. LECSD staff will review proposals and make final selections of classes based on need, availability of space, and community interest. A LECSD staff member will contact the applicant within 10 business days of application submission.

- LECSD Staff

Please complete all information requested in the Recreation Class Proposal Application.
Please fill out a separate form for each program you would like to teach.

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**Recreation Class Proposal
APPLICATION**

DATE SUBMITTED: _____ INSTRUCTOR(S) NAME: _____

MAILING ADDRESS: _____
Street City Zip

EMAIL _____

HOME PHONE: _____ CELL PHONE: _____

CLASS NAME: _____

CLASS TYPE: _____

PARTICIPANT AGE: Min. _____ Max. _____ NUMBER OF PARTICIPANTS: Min. _____ Max. _____

PREFERRED DAY(S): Sun. Mon. Tue. Wed. Thu. Fri. Sat.

PREFERRED TIME(S): Sun. Mon. Tue. Wed. Thu. Fri. Sat.

PREFERRED LOCATION: _____

PROPOSED CLASS FEE: _____ # OF CLASSES PER WEEK: _____ # OF CLASSES PER SESSION: _____

PARTICIPANT SUPPLIES NEEDED (i.e. ballet slippers, sports equipment, etc.): Yes No

If yes, please check one that applies: Supplied by Instructor and included in course fee.

Supplied and purchased by Student, supply list given at time of registration.*

**If applicable please include supply list with class proposal.*

DEPARTMENT PROVIDED EQUIPMENT NEEDED (i.e. chairs, tables, etc.): Yes No

There is no guarantee of equipment can be supplied. Instructor will be notified if equipment is not available

COURSE DESCRIPTION (Use additional paper if needed):

COURSE GOAL(S) (Use additional paper if needed):

LIST ANY COURSE PREREQUISITES: _____

ABOUT THE INSTRUCTOR (provide short biography limit to less than 100 words):

INSTRUCTOR QUALIFICATIONS IN PROPOSED CLASS:

RELEVANT WORK EXPERIENCE:

1. Employer/Organization: _____ Total Years Worked: _____

Address: _____ City: _____ Zip: _____

Supervisor: _____ Phone: (_____) _____

Duties: _____

2. Employer/Organization: _____ Total Years Worked: _____

Address: _____ City: _____ Zip: _____

Supervisor: _____ Phone: (_____) _____

Duties: _____

PROPOSED COURSE SCHEDULE (For activity guide, published March through August & September through February):

Month _____ Start Date _____ End Date _____ Time _____ Location _____

Month _____ Start Date _____ End Date _____ Time _____ Location _____

Month _____ Start Date _____ End Date _____ Time _____ Location _____

Month _____ Start Date _____ End Date _____ Time _____ Location _____

Month _____ Start Date _____ End Date _____ Time _____ Location _____

Month _____ Start Date _____ End Date _____ Time _____ Location _____

General Recreation Class Policy and Procedures

1. The City of Lake Elsinore Community Services Department performs all program registration. Program patrons are required to sign waivers that release the City of Lake Elsinore and its agents from all liability. Instructors are required to provide \$1 million dollar general liability insurance covering the City of Lake Elsinore. They must also provide the certificate's endorsement letter.
2. Instructors must provide a three hundred thousand dollar General Auto Insurance policy naming the City as additional insured.
3. The City of Lake Elsinore requires all contract instructors to fill out a vendor application and W-9. All instructors are required to purchase a City of Lake Elsinore business license.
4. The City of Lake Elsinore Community Services Department reserves the right to alter program titles and descriptions for marketing/formatting purposes.
5. Generally, 75% of program fees are paid to the instructor. Please structure your proposed program fees accordingly. Instructor payment is processed at the conclusion of each monthly session. Payments are processed within 45 days of approval.
6. Programs often take time to gain popularity. Titles, program fees, and program descriptions may be adjusted to help increase enrollment.

Approval for classes and facility times will be determined by a number of factors (i.e. time/date availability, equipment needs, etc.). Final approval will be made by the City of Lake Elsinore Community Services Department. By signing below I/We agree to enforce the park rules and to abide by any set of conditions of approval for the City of Lake Elsinore. I/We agree to the above listed and department's policies and procedures.

I hereby certify that all information provided by the above mentioned contractor is accurate and complete.

Signature: _____ Date: _____ Title: _____