



# CLASS PROPOSAL FORM

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Thank you for your interest in offering classes through Mesquite Parks and Recreation Department. This is the basic information you will need to know to get your program started.

Submitting a class proposal does not guarantee that the class will be offered by the Mesquite Parks and Recreation Department. This proposal will be reviewed and considered in regard to current classes and needs. All instructors are paid on a percentage basis as determined by the city.

## Program Registration and Waivers

The City of Mesquite, Parks and Recreation Department handles all program registration. Patrons are required to sign waivers that release the City of Mesquite from all liability. If your program is deemed to be of a hazardous nature to patrons, the City of Mesquite may require you to purchase general liability insurance covering the City of Mesquite.

## Fees and Instructor Payment

Instructor contracts renew in January of each year. Once set, program fees may only be altered by Mesquite Parks and Recreation staff during the length of the contract.

Fees are 75% of program fees are paid to the instructor. Please adjust your proposed fees accordingly.

**Instructor's pay = 75% (Class Fee)**

## Program Promotion

The City of Mesquite Parks and Recreation Department reserves the right to alter program titles and descriptions for marketing/formatting purposes. As part of the instructor agreement between you and the City of Mesquite Parks and Recreation Department, your program will be promoted using some or all of the following venues:

### Fun Guide

- The Fun Guide is our seasonal program catalog comprised of activities offered by Mesquite Parks and Recreation. It is delivered in the winter, summer, and fall to MISD schools, day cares and various businesses throughout Mesquite. It is mailed to Mesquite homes on a limited basis. The Fun Forecast is also available at all recreation centers, libraries, and on *cityofmesquite.com*.

### Flyers

- Flyers are made for certain programs and activities. These are posted at recreation centers, libraries, and other city facilities.

### Photographs

- We gladly accept any photographs of your program to be used in our promotional media.
- Recreation staff will also take photographs of classes for future promotional purposes.

### Other Information to Consider

- Classes often take a few sessions to gain popularity. Titles, class fees, class descriptions, etc. may be adjusted to help increase enrollment.
- You cannot use classes to sell products or services.
- Can the facility accommodate the equipment you will need to provide the class?
- Will patrons need to purchase extra supplies for the class?

## **Proposal Submission**

Please submit proposal with any additional information in person or by mail, fax or email.

Heidi Lyon  
Evans Senior Center  
1116 Hillcrest Dr  
Mesquite, TX 75149  
Phone: 972.204.4972  
hlyon@cityofmesquite.com



## Class Proposal Form

### Instructor Information

Name:	Day Phone:
Address:	Night Phone:
City/Zip:	E-mail:

### Class Description

Title:	Ages:
Min/Max # of students:	Class Fee:
Days/Times:	Location(s):

Please print the description of the class, as you want it to appear in press releases, flyers, brochures, web sites, etc. Please limit description to 3-4 sentences.

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Please write a short biography, including what qualifications and experience you have with this subject matter?

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