



Contract Program Agreement

The mission of the Parks and Recreation Department is to enrich Marion and the lives of residents and surrounding communities by providing a wide range of recreational and educational opportunities for people of all ages and abilities that encourage healthy, active lifestyles and life-long learning. Your role as a contract program provider is to help us continue our mission as an extension of the Parks and Recreation Department. Our goal is to continue expanding opportunities for people in the community by building relationships with external individuals, businesses, organizations, and groups to help us achieve that goal. We're excited to have you be part of Team Marion!

PROGRAM/CLASS INFO: *Please complete all fields as thoroughly as possible.*

Title of Program

Target Ages/Grades

Class/Program Fee

Brief Description of Program:

Day(s)/Date(s) of Program

Class Time(s)

Location of Program

Registration Deadline

Max/Min # Participants

INSTRUCTOR INFORMATION: *Please complete all fields as thoroughly as possible.*

Instructor Name(s) (First and, Last)

Contact Person (Responsible Party), Title

Email

Phone

Mailing Address

QUALIFICATIONS, CERTIFICATIONS, RELEVANT WORK EXPERIENCE:

PROFESSIONAL REFERENCES: *Please complete all fields as thoroughly as possible.*

1. _____
Name

Phone

Relationship

2. _____
Name

Phone

Relationship

Contract Program Agreement

RESPONSIBILITIES OF THE INSTRUCTOR/ORGANIZATION:

- ☐ Responsible for all course content and lesson plans as well as providing the necessary equipment and supplies to facilitate the class.
- ☐ Pay any upfront costs for supplies and materials out of their pocket (before they are paid)
- ☐ Must provide an updated and valid copy of W-9 we will provide form.
- ☐ Set up room to facilitate your class and return room to original set-up in acceptable condition.
- ☐ Be on time and prepared to start class at the designated time.
- ☐ Track attendance and record on a designated sheet provided by the Parks and Recreation Department.
- ☐ Notify Parks and Recreation staff at least 24 hours in advance before any absence.
- ☐ Notify Parks and Recreation Department staff within 24 hours of any accidents, injuries, or incidents that occur during the program.
- ☐ Notify Parks and Recreation staff of any cancellations or changes to the class schedule.
- ☐ Inform participants in advance of any required materials and/or supplies that they need to provide.
- ☐ Direct students to pay all class fees to the organization, instructor, or the Marion Parks and Recreation Department prior to the programming start date.
- ☐ Submit any promotional materials to the Parks and Recreation Department for final approval prior to printing and distributing.
- ☐ Comply with any additional City policies that may not be outlined in this agreement, but have been communicated verbally by a member of the Parks and Recreation Department
- ☐ Upon completion of class/program you will meet with Parks and Recreation staff to complete an exit interview
- ☐ Complete and sign this agreement form on an annual basis.
- ☐ Properly report all monies earned as a result of the work done for the Marion Parks & Recreation Department
- ☐ Hold Harmless, defend, and indemnify the City of Marion, its officers, agents, and employees, from and against all liability, claims, demands, losses, and actions for injury to and/or death of persons and/or damage to property arising out of or incurred in connection with instructors' performance of this agreement.

RESPONSIBILITIES OF MARION PARKS AND RECREATION:

- ☐ Provide a safe and clean work environment free from hazards for the program to be held.
- ☐ Create registration links and other promotional materials for the program (if applicable)
- ☐ Promote the program in a manner that we do for our own programs (Play by Play, Facebook, website, newsletters, etc.)
- ☐ Collect all registration fees and monies that are required for participation in the program (if applicable)
- ☐ Compensate the instructor with their portion of the revenue split in a timely manner once rosters are finalized.
- ☐ Provide routine registration counts to the instructor or upon the request of the instructor (if applicable)
- ☐ Distribute Internal Revenue Form 1099 to the federal and state governments describing all monies earned by the instructor.
- ☐ Shall have the right to terminate this contract for failure to abide by the rules and conditions outlined in this agreement.
- ☐ Shall maintain the right to renew or discontinue the contract on an annual basis.

APPROVED TERMS AND CONDITIONS:

REGISTRATIONS: MARION PARKS AND RECREATION: _____

INSTRUCTOR/ORGANIZATION: _____

REVENUE SPLIT: PERCENTAGE (20% OF FEE): _____

FIXED AMOUNT (PER PARTICIPANT) (\$): _____

PAYMENT TERMS: _____

ADDITIONAL COMMENTS/NOTES/REQUESTS:

PROGRAM DESCRIPTIONS & ARTWORK: Please submit an electronic copy of any artwork or logos along with your complete program description to Karlene Hummel, Recreation Superintendent at khummel@cityofmarion.org. Graphics should be high resolution and saved in .jpg format. If you need to submit in another format, please contact Karlene to discuss other options. To have your program included in our seasonal activity guide, you must submit information by December 1st for the spring/summer Play by Play and July 1st for the fall/winter Play by Play.

Marion Parks and Recreation Representative (PRINT)

Instructor (PRINT)

Signature

Signature

Date

Date