

# Arts Council of White Lake-Nuveen Center

106 E. Colby St. Whitehall, MI 49461

## Letter of Agreement

This agreement is between the Arts Council of White Lake-Nuveen Center, hereafter referred to as ACWL-Nuveen, and \_\_\_\_\_, hereafter referred to as Contractor.

The ACWL-Nuveen agrees to pay the Contractor \$30 per hour of class instruction. In order to be paid, contractors must submit an invoice within 48 hours of the class. Blank invoices are available at the ACWL-Nuveen or can be downloaded via our website:

<https://www.artswritelake.org/become-a-teacher>

Contractors are also eligible to be paid \$10 per hour of prep time equivalent to the length of the class. For example, if teaching a 2-hour class, you are eligible for 2 hours of prep time. To be paid for prep time, you must complete and submit the Prep Time Log (included in ACWL-Nuveen teacher invoice template) within 48 hours of the class or final class of a multi-class session and have a current W-9 on file. Contractors will NOT be paid without a W-9 from the current year. The invoice should be turned in to ACWL-Nuveen staff or emailed to [Nuveen@artswritelake.org](mailto:Nuveen@artswritelake.org). If a class spans more than one month, a check for payment will be issued on the last day of the month for all classes the contractor taught during that month. Final payment will be issued within 14 days of the last class and after the contractor has returned all keys (if used) or equipment to the ACWL-Nuveen. Checks will be mailed to the contractor to the address given.

Classes will be cancelled due to dangerous weather or whenever local schools are closed due to weather. ACWL-Nuveen staff will contact the Contractor and class participants, and post on social media and the ACWL-Nuveen website if class has been cancelled. The ACWL-Nuveen reserves the right to cancel classes due to low-enrollment at any time. In the event a class is cancelled for any reason, the Contractor will not be eligible for prep time pay. However, the ACWL-Nuveen will make every attempt to reschedule cancelled classes and prep time logged for the cancelled class may be applied to the rescheduled class - as long as it is the same course. The Contractor is encouraged to help promote classes they will be teaching to ensure sufficient enrollment. This contract shall be dissolved when deemed necessary by the ACWL-Nuveen.

Legal Full Name: \_\_\_\_\_

Any previously used legal names: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

**The Contractor will:**

- Supply the above information so the ACWL-Nuveen can perform a background check: Full name, legal address, birthdate and sex.
- Provide the online application for each class that they wish to teach including class description, ages of students, maximum number of students, materials needed, a timeline of the class, class objectives/learning goals, and a picture of what students should expect to create. If the Contractor is providing the materials, that cost will be provided to the ACWL-Nuveen so that a materials charge will be added to the class.
- Notify the ACWL-Nuveen of any desired changes in class schedule or materials. Final approval is provided by an ACWL-Nuveen staff member.
- Set up for class and put classroom materials away after each class session and put the room back in good condition, including wiping down tables and sweeping if necessary.
- Provide photos taken of the class while in session and the work completed when applicable.
- Notify ACWL-Nuveen staff when Contractor is unable to teach any class due to unforeseen emergency or in the event of any injury to persons or property pursuant to conducting a class. Payment will not be made for cancelled classes unless a make-up session is scheduled.
- Be responsible for any damages outside of normal wear and tear on the ACWL-Nuveen equipment and building.
- Work as an independent contractor, not an employee or agent of the ACWL-Nuveen, and assume responsibility for loss or liability arising out of any act or omission to act, on the part of the Contractor.
- Partake in Contractor evaluations that the ACWL-Nuveen Director will write.

\_\_\_\_\_  
ACWL - Nuveen Staff Member

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

ACWL-Nuveen Contacts

Erin Peyer, Director Work: (231) 893-2524 Cell: (920) 284-7903 Email: Nuveen@artswhitelake.org	Susan Wink, Assistant Director Work: (231) 893-2524 Cell: (575) 317-3671 Email: Info@artswhitelake.org
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