



# Guest Instructor Agreement

*This section to be completed by WCG Staff*

**Guest Instructor Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**WCG Staff Name:** \_\_\_\_\_

**Staff Phone:** \_\_\_\_\_ **Staff Email:** \_\_\_\_\_

**Class Title:** \_\_\_\_\_

**Class Date(s) & Time(s):** \_\_\_\_\_

**Class Location:** \_\_\_\_\_

**Minimum and Maximum Enrollment:** \_\_\_\_\_

**Class Set-Up Needs and Schedule:**

**Total Approved Class Supply Costs (Detail Below):** \_\_\_\_\_

**Course Description:**

This Guest Instructor Agreement (the "Agreement"), sets forth the expectations related to your Guest Instructor role with Wasatch Community Garden's Education Program ("WCG").

**1. GUEST INSTRUCTOR SERVICES & CONDUCT:** You shall provide instruction for the class identified above on the dates, time and at the location identified above in a competent and professional manner. As a guest instructor for WCG, you represent our mission, values, and organization to all of our students. You shall not use the class as a platform to promote your personal business, political or religious interests. Disrespectful or abusive language, harassment, or discrimination based upon race, religion, gender (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), age, national origin, mental or physical disability, sexual orientation, gender identity, military status, or color is prohibited.

**2. GUEST INSTRUCTOR SELF-PROMOTION:** You shall not use the class as a platform for promoting, recruiting or referring students to a private or third party business. You shall not state or imply, verbally or in written materials, that products or services of a private or third-party business are endorsed or recommended by WCG. Without the express written permission from WCG, you shall not sell any products or services to students during class. However, you may:

- Share details about a relevant private or third-party business in your self-introduction & bio
- Provide relevant private or third-party business names, links, or details within a list that includes other options or competitors
- Provide information or business cards upon student request

**3. PRINTED MATERIALS:** Any printed materials you need for the class shall be sent to WCG at least five (5) business days in advance of the class start date. If WCG does not receive the materials by this date, you may be responsible for the cost of expediting or printing materials. Class materials shall support and protect the brand of WCG, and WCG retains the right to edit such materials.

**4. CLASS MATERIALS COPYRIGHT:** You hereby represent that your class materials will not infringe on the copyright rights of any third party, that you are the copyright holder, or that you have obtained permission from the copyright holder when necessary. You agree to hold harmless, defend and indemnify WCG, its employees, and its board of directors from and against any claim a third party that may assert for infringement of any copyright right to any content within the class material.

**5. CLASS SUPPLIES REIMBURSEMENT:** Class supply costs are approved at the discretion of WCG and identified above. To receive reimbursement, you shall submit the original receipts for these purchases as soon as possible, and no later than one (1) month after the conclusion of the last session of class. Original receipts not submitted within one month may not be reimbursed, at the discretion of WCG, so please submit your receipts promptly.

**6. GUEST INSTRUCTOR COMPENSATION:** WCG will mail a check approximately the 7<sup>th</sup> or 22<sup>nd</sup> of the month as a lump sum, after the conclusion of the last session of class and after your submission of class supply receipts.

**7. CLASS CHANGES:** WCG may modify details of the course up to and including the day of the course. Such changes may include but are not limited to the location, date, time, or enrollment of the class. In such cases, your compensation will not be changed. You may request to make such class changes by notifying WCG as soon as possible. Such requests will be approved at WCG's discretion.

**8. CLASS CANCELLATION:** This Agreement may be canceled by WCG up to and including the day of the course for any reason, including, without limitation, insufficient enrollment, staff capacity, or extreme weather. This Agreement may be terminated for cause at any time, as determined at the discretion of WCG. Cause may include, for example, your willful or negligent violation of this Agreement. Please respond promptly to WCG communications to avoid any confusion or misunderstanding. Should you become unable to teach a course, you are responsible for notifying WCG of the cancellation at least seven (7) business days prior to class, or as soon as possible. If possible, you shall have suggestions for substitute guest instructors. Class cancellation will result in the termination of your compensation.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_