Introduction
Thank you for your interest in becoming an independent Contracted Program Instructor within the City of Pacific Grove Recreation Department. We are excited about the possibilities of partnering with you to expand our recreational opportunities, provide high quality community services and fulfill our mission to increase the quality of living for the citizens of Pacific Grove and the Monterey Peninsula.

Getting Started
All individuals/organizations interested in becoming a Contracted Program Instructor with the City of Pacific Grove Recreation Department must submit a proposal of program content that includes:

- Program name and description
- Target age range of participants
- Minimum and Maximum number of participants
- Preferred days and times of program
- Length of program and frequency (i.e., 4, 6, 8, week sessions or 1-day workshop)
- Proposed program fees

Be advised that the program information, including ages, fees, days, etc. are subject to approval and availability. City staff will review the proposal to determine if the program aligns with the Recreation's vision, goals and objectives and whether or not an appropriate facility can be made available. If the program is consistent with the Pacific Grove Recreation criteria, a request for an in-person interview will be offered. City staff retains the right to decide which classes to run, which classes to cancel, and which classes to discontinue.

Upon verbal agreement, a written contract will be produced which states the specific requirements to be an Independent Contracted Program Instructor with Pacific Grove Recreation. All contracts are aligned with the Cities fiscal year calendar (July 1 - June 30) and will expire June 30 each year unless scheduled to expire prior too. No services shall be rendered until the contract is signed by both City and Contract Instructor.

Contracted Program Instructor Requirements
The City Pacific Grove Recreation has several requirements that Instructors must adhere to in order to provide services for the City. The following is a list of required documents which must be submitted annually unless otherwise noted:

- Current City of Pacific Grove Business License
- A certificate of insurance naming the City as an additional insured in the minimum amount of one million dollars ($1,000,000) combined single limit, including bodily injury, personal injury, and property damage and an additional insured endorsement (CG Form 20 26) evidencing the required coverage.
- Workers Compensation Insurance with a minimum of $1,000,000 per accident is required for all organizations with employees.
- Instructor LiveScan Fingerprints. All instructors shall complete the LiveScan Fingerprinting Process at any Police Department or licensed fingerprinting institution.
**Contracted Program Instructor Payments**

All contracted Program Instructors will be classified as Independent Contractors and must complete an IRS 1099 Form to be filled with the City’s Finance Department.

Instructor payments are issued at a 70/30% split of the funds collected, based on resident fees. Payments to the instructor are made via check and are subject to the cities Accounts Payable schedule.

(Instructor receives 70%, City retains 30%)

Fees retained by the city assist in covering operational costs, facility maintenance and staff support of the program.

**Registration Procedures and Policies**

Participants of a Contracted Instructor program must submit all program registrations, payments and waivers to the City of Pacific Grove Recreation Department prior to any participation in said program. Contracted Program Instructors do not have authority to register or receive payment for any participants, including drop-ins and/or returning participants. Instructors are also prohibited from allowing “free trial” classes.

Registration for programs will be available to the participants through the Recreation Department Offices or online at [www.cityofpacificgrove.org/rec](http://www.cityofpacificgrove.org/rec).

All authorized participants will be listed on the class roster provided to the Instructor by the Recreation Department prior to the first scheduled class. Participants who are not on the roster are assumed not registered and should not be allowed in the class until proper registration receipt is provided to the Instructor.

Though not employees of the City, Contract Instructors do represent the City. Instructors are required to conduct themselves in a professional manner, including dressing and speaking professionally, creating a safe, supporting and inclusive environment, and upholding the rules, regulations and policies of the Recreation Department.

For additional information or to submit a proposal please contact the Pacific Grove Recreation Office:

**Pacific Grove Recreation**

302 16th St.
Pacific Grove, CA 93955
(831) 648-3130

We look forward to working with you and growing recreation here in Pacific Grove