

## CITY OF TEMECULA COMMUNITY SERVICES

# CLASSES AND ACTIVITIES

DATE:	October 24, 20	023	
SUBJECT:	Contracted Service Recreation Classes and Activities		
DEPARTMENT APPROVAL:			
		Department Director Signature	Date
CITY MANAGER APPROVAL:			
	olicable)	City Manager Signature	Date

#### **POLICY:**

The Community Services Department will continue to pursue high quality and experienced instructors with expertise in a variety of different fields, to offer a variety of self-improvement and training opportunities to the general public. By offering these contracted classes and activities, we provide the public with unique opportunities to learn and experience leisure recreational opportunities.

#### **BACKGROUND:**

With limited budget resources and a rapidly growing community, the Community Services Department must continue to seek unique ways to offer the community a variety of recreation and leisure classes and activities. Contracted recreation classes and activities allow the Community Services Department to interview, evaluate and contract with individuals who can teach a given discipline to the general public, providing unique training experiences and an opportunity for leisure learning.

## **GUIDELINES:**

- 1. Identify training opportunities for recreation classes to offer. These suggestions may be submitted to staff by the public.
- 2. Interview prospective instructors to determine their expertise and experience in a given discipline. Instructors must have a minimum of three years' experience in conducting, teaching, or providing the services that they intend to teach the public.

- 3. Prospective instructors shall complete an instructor application, which illustrates the instructors experience, education, address, personal references.
- 4. After the prospective instructor has been evaluated by interview and application process, staff may meet with the prospective instructor to discuss and determine the location of the class, a minimum and maximum number of participants, registration fee and duration of the class or activity.
- 5. The location that the class or activity will be held must be inspected by staff to determine its capacity, available parking, restroom facilities and determine if the facility is sufficient for the class to be held. The facility should be inspected by staff before each class or activity is held.
- 6. Staff should check all background information and references to ensure that the instructor is capable of teaching the proposed class or activity. Background check includes the following:
  - Fingerprints taken
  - Background check by the Department of Justice
- 7. Staff will meet the instructor to complete a standardized contract service classes contract. The contract will identify the dates and times of the activity, the location, any liability insurance requirements for the class and how the instructor can be contacted in the event of an emergency. The contract must be signed by the instructor and approved by the Director of Community Services.
- 8. All registration fees for the class or activity will be payable to the City of Temecula and collected by the City of Temecula, either in person at a City facility or by mail.
- 9. The instructor shall receive 70% of all registration fees collected for classes or activities. The remaining 30% shall be retained by the City of Temecula Community Services Department to offset costs associated with administration and marketing. The Director or his/her designee has discretion to adjust this fee as necessary for specialized and/or subsidized programs.
- 10. At the conclusion of each class or activity, staff should conduct an evaluation to determine the success of the program and whether the program should be conducted in the future.

### **FORMS:**

Independent Contractor Proposal Form 0409-Rec Form