

**WAUPACA COMMUNITY ARTS BOARD (WCAB) DBA  
WAUPACA COMMUNITY ARTS CO-OP (WCAC)**

**APPLICATION TO RUN CLASS**

Name: \_\_\_\_\_ DBA: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

**Name of Class:** \_\_\_\_\_

**Preferred Date(s) Class:** \_\_\_\_\_

**What you plan to charge for class:** \_\_\_\_\_ **How many sessions:** \_\_\_\_\_

**Half Day:** \_\_\_\_\_ **Full Day:** \_\_\_\_\_ **Make & Take:** \_\_\_\_\_

**Time of Day:** 10 – 1                      1:30 – 4:30                      5 – 8 (special arrangement)

Adaptations of these times may be possible. e.g. 9-12 (if WCAC staff available)

**Category:** (Circle One)      Art                      Craft                      Dance

**Offered for:** (Circle all that apply):    Adult                      Child \_\_\_\_ (ages)                      Adult Required w/Child

**Our goal for General Rules that apply to classes and will be on your agreement form:**

- Sign-up for classes must be closed 3 wks before start date.\*\*
- Class must be confirmed 2 wks before start date and rent paid with confirmation.\*\*
- WCAC Gift certificates will be treated same as cash.
- Instructor handles all payments for classes.

\*\*We are not holding fast to this just yet.

**Rent:**    \$25 for half day (3 hrs max including prep and cleanup time)  
             \$50 for whole day (6.5 hrs max including prep and cleanup time)  
             Make & Take is 30% of gross unless 30% is over \$25. Then it is \$25.

**I acknowledge the WCAB DBA WCAC, its volunteers, board of directors, and employees will not be responsible for any damage or losses of items during classes or left at WCAC before or after class.**

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WCAB Approval Signature: \_\_\_\_\_

**A formal agreement for the class must be signed after clearance of dates, class, times, etc. Rent is due before class starts when you are sure it will run. Questions: Jane at 715-258-5664**