

**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: _____

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 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)

Advertising: You may do your own advertising listing class to take place at WCAC.
 You may use wall space at WCAC in classroom area. (8.5" x 11")

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.