



Recreation & Senior Services Department
 100 Civic Center Drive
 Newport Beach, CA 92660



Dear Potential Contract Instructor:

Thank you for your interest in being a Contract Instructor for the City of Newport Beach Recreation and Senior Services Department. Attached you will find a Contract Instructor Application. Applications need to be submitted six to eight months prior to the desired session (however: summer classes are reviewed in October). Once your application has been reviewed, you will be contacted regarding its status.

What is a Contract Instructor?

A Contract Instructor is an Independent Contractor for the City, not an employee. A Contract Instructor signs a contract with the City to provide classes as described in your proposal. Instructors do not rent our facilities, however a portion of the fees collected are retained by the City to cover facility usage, registration, administration and promotion of your class in the Newport Navigator.

Important Information:

- The City pays the Contractor a percentage of the total enrollment fees collected, minus a \$5 per person administration fee and non-resident fees. For example, if your class fee is \$65, \$5 is deducted and then the Contractor receives a percentage of \$60. Instructors may charge a material fee, with the exception of school sites for A.C.E. Programs, which is not subject to the contractual split.
- Advertising is provided through the City’s quarterly brochure, the Newport Navigator, which is distributed to all Newport Beach residents. Any additional advertising is the responsibility of the Contractor. Prior to distribution, Recreation Services must approve all promotional pieces.
- The City charges non-resident fees for classes and camps. This fee is not included in the instructor payment, but it is important that you be aware of it.

Non-resident fee for Classes

\$5/ class \$74 & below
 \$10/class \$75 & up

Non-resident fee for Camps

\$10/camp \$124 & below
 \$20/camp \$125 & up

- The City requires a minimum \$1,000,000 liability insurance coverage for classes that include a certain level of risk to the City. The policy must name the City of Newport Beach as an additional insured with an endorsement letter attached. The City can expedite obtaining insurance through Driver-Alliant. Please call if you’d like a quote. You may elect to use SCMAFT insurance. SCMAFT insurance is billed at \$2 per participant.
- All contract instructors must obtain a City of Newport Beach business license.
- All Instructors/substitutes/aides and assistants teaching classes to children under the age of 18 must be fingerprinted. Fingerprinting can be arranged by filling out the Exhibit A form & contacting the Recreation office.

Thank you for your interest in offering classes to the residents in Newport Beach. Please call Recreation at (949) 644-3151 or email us at Newportinstructor@newportbeachca.gov if you have any questions or if we can offer further assistance.

Contract Instructor Application

Instructor: _____ DBA: _____ Date: _____

Address: _____ City/Zip Code: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell/Pager: (____) _____

E-mail Address: _____

Do you have Insurance: ____ Yes ____ No Do you need Insurance: ____ Yes ____ No ____ Not Sure

Suggested Class Title(s): A. _____ B. _____

C. _____ D. _____

Please write/type a 25–50 word description of you class:

List three reasons why we should offer this program (how students will benefit):

1. _____ 2. _____ 3. _____

Length of each session: _____ what season: Fall /Winter/ Spring/ Summer/ or a Camp

Preferred day(s) of the week: _____ Preferred time(s): _____

Min/Max AGE of students: _____ Min/Max NUMBER of students: _____

Cost per person: _____ If charging a materials fee, please list: _____

Do you have a facility in mind? ____ Yes ____ No If yes, which one? _____

What type of facility do you need? (Check all that apply) ____ Gym ____ Kitchen ____ Dance Floor ____
Carpeted Classroom ____ Field ____ You Have Your Own Facility ____ Other _____

What promotional efforts will you devote to this program? _____

Please list two (2) professional references:

Name Phone # Relationship

1. _____

2. _____

Please attach your resume, outline of qualifications (including teaching methods), class outline, sample lesson plan, previous promotional materials and/or any other supplemental material that may assist us in reviewing your proposal. If you will be hiring employees/sub-contractors please include curriculum on which these people will be trained.

Signature Date _____

Thank you for your interest in offering classes to our community. You will be contacted after review of your application. Please call (949)644-3151 if you have any questions. Return form to: newportinstructor@newportbeachca.gov



City of Newport Beach FAX: (949)644-3155
Attn: Recreation Services Contract Classes
100 Civic Center Drive
Newport Beach, CA 92660