



City of Burien
Parks, Recreation and Cultural Services Department
Contract Instructor Program Proposal

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Email: _____

Professional References (please list two)

Name	Phone Number	Relationship?

Teaching Philosophy:

Please attach a resume or biography, describing unique qualifications, training, and/or experience. Please include any photos, handouts or curriculum information for the class. If applicable, please include your website. Please email to: ParksInfo@burienwa.gov

Course Outline:

Proposed Name of Class or Workshop: _____

For Ages: _____

Brief Course Description: please include the direct benefits a program registrant would receive by signing up for this program

Please Complete:

1. Times and days you'd prefer to teach:
2. How many hours and days will be needed for the program?
3. What specific facility needs does your program have? (type of room/floor, tables, chairs, sink):
4. Please list any supplies, equipment or other material that would need to be purchased for the program including approximate total cost:

5. Minimum number of participants:
6. Maximum number of participants:
7. Your desired pay rate to instruct the program*:
***Note:** The City of Burien contracts out for instructional services. Instructors may need to provide certificate of insurance with a minimum of \$2M liability, naming the City of Burien as additionally insured.

The following conditions apply to contract instructors:

1. All instructors shall be hired as independent contractors with respect to services provided.
2. Neither the instructor nor any employee of the instructor shall be entitled to any benefits accorded City employees by virtue of the services provided.
3. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the instructor, or any employee of the instructor.
4. Instructors shall complete a Washington State Patrol Request for Criminal History Information Child/Adult Abuse Information Act, if providing services to children, developmentally disabled persons, or vulnerable adults, as defined in Revised Code of Washington (RCW) 43.43.830.
5. If it is deemed necessary by the City, the instructor shall procure and maintain in full force throughout the duration of an instructor contract comprehensive general liability insurance with a minimum coverage of \$2M per occurrence/aggregate for personal injury and property damage. Such policy shall name the City of Burien as an additional named insured and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the City. Cancellation of the required insurance shall automatically result in termination of this Agreement.
6. Classes may be cancelled if minimum enrollments are not met.
7. Instructors will be paid for actual class hours only.