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Canton, MO 63435
573-288-0550

Independent Contractor Policy & Procedures

For Membership or Incubator Information:

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Please note: all forms are available by contacting the Director or by visiting our website!

This Policy and Procedures manual may be reproduced in whole or in part by an employee or Board of Director of the Canton Community Center. All other reproductions is prohibited unless written permission is obtained from the Canton Community Center.

WELCOME Canton Community Center (“Canton Community Center” or “CCC”) offers a variety of classes, workshops, seminars, and activities. We depend on area experts who can contribute services and knowledge that our staff does not normally possess. The Canton Community Center contracts with various individuals and businesses to provide quality recreation opportunities for the community at CCC.

Programs are designed for patrons of all ages with a variety of interests. It is vital that the City provides our community with accessible, affordable, and diverse programming. Thank you for your interest in becoming an Independent Contract Instructor! Carefully review this Independent Contract Instructor Handbook and contact CCC with any questions you may have regarding the handbook or position of the instructor.

MISSION STATEMENT

Striving to empower the community through supplemental education and socialization.

POLICY STATEMENT

The Canton Community Center is an organization designated by the IRS as a non-profit 501(c)(3) and is designed to provide facilities for educational and exercise classes, meetings, and social events. The following policies and regulations have been established to assure fair usage and maximum enjoyment.

BENEFITS OF A PARTNERSHIP OF INSTRUCTORS

The Canton Community Center offers individuals or a group of individuals’ space for the use of instructing a class. These classes can be of any origin as long as there is a need or want in the area. The Canton Community Center is a building that strives to be open to all community members and beyond. The Center has two different rooms that can be utilized individually or together, by the instructors. Each rentable room is described below as well as its generally recommended uses. Hours of operations of the Community Center are Sunday through Thursday 6:00 a.m. until 10:00 p.m., and Friday & Saturday 6:00 a.m. until 11:00 p.m. However each class will be assigned a time based on scheduling, demand, and availability, and this will be discussed when completing the application process.

USERS

Groups or individuals using the Canton Community Center’s facilities will be required to comply with rules and policies governing same. Failure to comply could subject the group or individual to the loss of use privileges.

The following uses are generally permitted; meetings, parties, receptions, dances, social or cultural activities, fundraising activities, along with our business incubator program and classes held by the Canton Community Center through the support of many instructors.

Certain uses identified below may be allowed, following the approval of the Canton community Center.

Sales and Solicitations

Sales and solicitations are gatherings for the purpose of advertising, sales, solicitations, or display of articles for sale. This shall not apply to sales meetings conducted by private organizations for their own dealer or personnel, nor to our instructors when the information pertains to the class or business. Commercial uses of the Canton Community Center, when not part of our instructor program or Business Incubator Program, are low priority uses of the Center resources and will only be permitted when there is no competing request for use of the center.

Sales or solicitations do NOT include incidental sales at a meeting or gathering otherwise authorized in the rules and policies for the Canton Community Center. Sales and solicitations also do NOT include fundraising activities conducted by preauthorized groups from the Canton Community Center Director or our Board of Directors.

Fundraising

Fundraisers are only permitted on behalf of the Canton Community Center, or benevolent, philanthropic, patriotic, charitable organizations, or other fundraisers that the Director or Board of Directors deems fit. Every organization or individual intending to conduct a fundraising activity must provide the Canton Community Center Director with the following:

- A rental agreement form (for space to be used)
- Name under which the charitable organization intends to solicit contributions.
- General purpose for which the charitable organization is organized and purpose for which the contributions to be solicited will be used.
- Whether organization or individual hosting has ever been banned by any court from soliciting contributions or lost its authorization to so solicit contributions.
- Other information as may be necessary or appropriate in the public interest or for the protection of contributions

RULES AND REGULATIONS

- Marketing, promotions, or services related to the Business instructors are the sole responsibility of the instructors or business. The Center Director will, if schedule allows, to assist in ideas or assistance with questions of what works and does not work. However, this information is for informational purposes only and the instructor and business will hold harmless the Director and Center if the Business sees no gain from assistance. At the discretion of the Director or Board of Directors, the Business Incubator may be featured on social media and/or newsletters, calendars, etc.
- Yearly instructors, are to attend at minimum of four free networking events, per calendar year, for the purpose of creating new contacts and presenting the classes (with the exception of waived Business, determined during application.) The Center understands that not every Business under the instructor program will have a product to present, however promotional collateral may be a substitution. Examples of these events can be but not limited to Sample Canton or Involvement day at Culver-Stockton college, Business after/before hours, or a booth at a town event(fee may apply). Business Incubators that attend a networking event off of the Center Property are required to email the Director a minimum of 2 days before the event, verification may be enforced by the Director.
- Physical Exams: Before beginning any exercise at the Canton Community Center, we strongly recommend that each Member complete a physical exam with your primary care physician. It is your responsibility to ensure you are healthy enough to complete a class, the Community Center will not be held liable for any injury, death, or problems associated with any exercise class.
- Insurance Coverage: The Canton Community Center does not provide insurance for injuries sustained during Center activities, Business Incubators, or events. Members use the Canton Community Center facilities and participate in programs and events at their own risk. Business Incubators are required to obtain and provide to the center a copy of their business insurance policy. For more information please see the Insurance section of this document.
- Cell Phone Policy: Our Center has instituted a cell phone policy for the protection of each Member's privacy and safety as well as to maintain a peaceful environment for all to enjoy. Cell phone use is prohibited in all programs and classes. Members may have phones on their person, however they must be turned to vibrate, and if a conversation is required they must step outside to conduct said conversation. Business Incubators

are permitted to use their personal cell phones for any business they conduct. Please note that no phone or message system is provided for the Business Incubator, the Centers phone is for Community Center use only.

- **Lost and Found Policy:** Any items that were lost and then found, which resemble clothing of any kind, footwear, hats, or fitness accessories, will be stored temporarily at the Center. If the items are not claimed within 30 days we have no choice but to discard or donate them. If the item lost is jewelry or has any significant value, it will be held in a secured location for three months. Please contact the Director for claims on all items.
- **Parking:** Parking is free to all Canton Community Center members. If our lot is full and street parking is required please adhere to local laws and be respectful of our valued neighbors.
- **Youth supervision:** the safety and comfort of your child is our first priority. When your child is enrolled in a Canton Community Center Class, you can be assured that the instructor is a trained individual with experience working with children. We require that no child under 13 years of age be left unattended. Please note that we are not responsible for pickup and drop off of children and the instructor & Center cannot provide “babysitting” services before or after a class. If a child is present during a Business Incubator Program, it is the responsibility of the Business to provide supervision, and is required to follow any and all federal, state, and local laws regarding child labor. The Center assumes no responsibility in ensuring proper paperwork and age requirements are met.
- If the class includes pets, or pets will be on property, the instructor’s pets are restricted to ONLY the Great Room, and any messes left will result in a \$50 fine PER MESS and be charged to the payment authorized for monthly fees. No pet shall be allowed on property without the presence of its owner. In addition, all pets will NOT be allowed in the Kitchen side of the Center due to health code violations. All pets must be current on all vaccinations, and parasite control, nor have recent history (6 months) of infection or ringworms. All pets must be approved in writing by the Director or Board.
- Any instructors that requests to not have photos or videos taken of them, are required to complete a “Photo Suppression” form. Please note that the Canton Community Center will do its best in suppressing all photos and videos of the individual(s) but due to the nature of our center, this may not always be possible and you can request a photo or video to be removed, and if possible the Center will make every effort to do so, however this may not always be possible. The Canton Community Center can not be held liable for any third party photography.
- Any members, and all guests, expressly agrees to indemnify and hold the Canton Community Center, Staff, Director, and Board of Directors harmless for any and all claims of any nature arising from or due to the Members use of the Community Center.
- **CODE OF CONDUCT:** The Canton Community Center is committed to providing a safe and welcoming environment for all of our Members and guests. To ensure the safety and comfort of all who visit the Center, we ask individuals to act appropriately at all times while they are in our facility or while they are participating in Center programs. We expect persons using the Center to behave in a mature and responsible way and to respect the rights and dignity of others. Our Code of Conduct does not permit language or action that can hurt or frighten another person or falls below a generally accepted standard of conduct. Specifically this includes:
 - Angry or vulgar language including, swearing, name-calling and shouting.
 - Physical contact with another person in any angry or threatening way.
 - Any demonstration of sexual activity or sexual contact with another person.
 - Harassment or intimidation by: words, gestures, body language or any other menacing behavior.
 - Carrying or concealing any weapons or devices which may be used as a weapon.
 - Behavior which intends to or results in the theft or destruction of property.

- The sale, possession, distribution, or use of any illegal substance – or alcohol, unless at an event by an individual on Center property is prohibited and will constitute grounds for immediate termination of membership and possible prosecution.

Please report any inappropriate or suspicious behavior immediately to the director or staff person. Any member or non-member may be *written up* when such behavior warrants this, The Director or Staff member will use the “Member Warning Form”. If warranted the Director or Staff may also ban an individual or group by using the “Banned Member Form”. Both forms will apply to Non-Members as well. There is no set number of warnings before a member or non-member is banned, the severity of the incident will be the judge of this. Any complaints about this process please fill out the “Complaint Form” more information on this process can be found further in this document.

USABLE ROOMS

The Canton Community Center is a building that strives to be open to all community members and beyond. The Center has two different rooms that can be used for its Business Incubator Program. Each usable room is described below as well as its generally recommended uses. Hours of operations of the Community Center are Sunday through Thursday 6:00 a.m. until 10:00 p.m., and Friday & Saturday 6:00 a.m. until 11:00 p.m. However each instructor will be assigned a time based on scheduling, demand, and availability, and this will be discussed when completing the application process

Great Room

This is the larger of the two rooms, the room is home to a hard floor, large open space, and a mirrored wall. This room is fitting for any classes, presentations, or anything that requires a large open space. The space is also ADA accessible. Tables and chairs can also be requested for this room.

Kitchen/Conference Area

This is a smaller room, sectioned off in to two different areas, the main area is home to a commercial kitchen with a 6 burner stove top, double oven, microwave, refrigerator, and prep area with sink. This section is fitting for any cooking classes or presentations, and cooking for events. In addition, the Conference area is great for a smaller board meeting for businesses or organizations.

We also offer the opportunity to rent the building as a whole. If you wish to rent a portion or all of the Center, please contact the Director for an application, or go to our website for a printable form.

SCHEDULING POLICY

Proper notification is required for any individual or group using the Canton Community Center. The instructors are required to complete an application and agree to the terms of the contract and this handbook. You may use the room during the time allowed via the master schedule each day. However no guarantee on the time/day will result until an application is filled out and the security deposit is paid.

CANCELLATION

In the case of cancellation, Daily cancellations by the instructor must be made 4 or more hours prior to the start time of the class. A full class cancellation must be done in writing to the Director or Board of Directors and any class fees

and expenses for the class may be required to be paid back. Although we will take every measure to avoid a cancellations, the Canton Community Center reserves the right to cancel a class due to conflicts, inclement weather, or emergency conditions. Cancellations due to the error on the Canton Community Center, inclement weather, or emergency conditions. In no event shall the Canton Community Center be liable for consequential damages for any reason whatsoever.

DAMAGE OR EXTRA CLEAN-UP

If the community center Director determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the cost of these damages will be added to the monthly billing and an invoice will be sent to the email on file. If damages are charged after this month's billing, then the damage's will be placed upon the next month's billing. Failure to pay these extra fees will lead to legal actions. Users must account and plan for any additional time required for setup and cleanup. Additional time MAY be available for a possible additional charge, please see the Director for changes in the schedule. Changes in time can be added at the standard use rate IF there is no other events, functions, or space usage conflicts payable upon addition a minimum of three days prior. If there are space usage conflicts renters must vacate premises upon agreed upon time. All Users are responsible for removing items that are brought into the space. Any materials hung on walls must be hung with BLUE PAINTER TAPE ONLY. Room exits must be kept clear at all times for safety and security reasons, all doors leading in or out of the faculty may not be propped open during events. Food and drinks are confined to designated areas and may not be in the office area if open. There is a strict NO GLITTER OR CONFETTI policy. Any glitter or confetti that is found on the premise, will result in an additional full months charge for each incident, and possible exit from the program. Users are responsible for their own clean-up. Trash must be taken out to the dumpster located on the premises, and any kitchen utensils or equipment must be cleaned after use. Rooms are to be left clean and in same arrangement prior to use. All decorations and signs put up by your group must be removed. Clean off and break down all tables and chairs use by your group. Sweep, mop, or vacuum all floors used. Cleaning equipment and supplies are available for your use. There will be a minimum of \$100 for each un-cleaned room(s) fee may be higher dependent upon mess left. The Canton Community Center reserves the right to charge any and all clean-up fees, using the "Penalty Fee Withhold for Rental Agreement" form, in their discretion.

SET-UP

Instructors must account for any additional time required for set-up. Additional time can be added at the standard time IF there is no other events, functions, or space usage. If there are space usage conflicts renters must vacate premises upon agreed upon time.

CHECKS

Checks should be made payable to "Canton Community Center" with a memo of the class name and placed with any paperwork in the drop box. All returned checks will be accessed a \$35 NSF fee, paid by the account holder of the check.

SUPERVISION

The Canton Community Center staff, Director or Board Members reserve the right to monitor your event at any time. Users are responsible for their guests, (for both private and public events) and are liable any damages or issues that

may arise. If a problem should arise and the instructor does not take immediate action to correct it, the Canton Community Center reserves the right to redirect the class, or immediately cancel the instructors use for the day without additional notice or possible payment for the class. The Canton Community Center reserves the right to bill the Business or instructor for any damages that any of the Users guests cause.

ALCOHOL & SMOKING

You must request the option to serve alcohol with the Director at time of creating your class or at least 2 weeks in advance of any rentals that you may request. Rentals and instructors that will serve alcohol must: (1) Pay an additional \$100 fee per month for use with the class to us OR Pay an additional \$100 fee per rental event (2) pay an additional refundable security deposit (double normal rates) only applies to rentals (3) Apply for applicable permits with the City of Canton, Lewis County and/or State of Missouri. Smoking is NOT permitted anywhere within the Canton Community Center and cannot occur within 50 feet of the Community Center. Drug use is NOT permitted anywhere on property, anyone under the suspicion of drug use will be escorted off property by the Canton Police Department.

ROOM CAPACITY

Rental spaces have a maximum capacity as determined by the Fire Marshall. In the event room capacity is exceeded, the Canton Community Center staff will as that you remove guests until capacity is no longer exceeded.

Great Room Maximum _____ Kitchen Maximum _____ Combined _____

FACILITY RENTALS

Standard Facility rentals are charged an hourly rate. A four hour rental minimum is required for rentals that take place. Renters are responsible for all setup and cleanup and must request any additional time for desired setup and cleanup. The standard rental rates applies to ALL room use (setup, event time, and cleanup) Tables and chairs are available and included in the rental costs.

LOST AND FOUND/VENDOR DROP OFF AND PICKUP

Any items left behind will be placed in the office for a maximum of 30 days from the date found. Failure to arrange pickup will result in discarding of items, and subject to storage and or disposal fees. Any items that will be picked up by vendors must be picked up before the end time of the usage time specified in the business incubator agreement or rental agreement, the Canton Community Center will not be responsible for ensuring items are picked up or accessible during pickup time. Failure to remove all items by end time of event may be subject to storage and or disposal fees. Prior arrangements may be made with the Canton Community Center Director for vendor pickup or drop off, but at the discretion of the Director and availability of staff.

OTHER TERMS

As a User of our venue these additional terms are required to be met.

- Must be at least 18 to use or rent the facility, 21 if alcohol will be present.
- Additional liability insurance may be required for special events and/or equipment, i.e.: medical fairs, inflatables (bounce houses) etc. Please see the director for more information.
- Music is permitted however please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. The Canton Community Center Staff or any Police

Officer reserves the right to ask the music to be turned down, failure to do so will be grounds for immediate vacating of premises. Music must end at 10 p.m. weekdays (Sunday thru Thursday) and 11 p.m. on weekends (Friday and Saturday) and premises vacated by 11 p.m. each night.

- Lighted candles are allowed with proper glass coverings over the candle.

REVOCATION OF PERMIT FOR USE

IF at any time the Canton Community Center or the Canton Police Department determines that any use of the Community Center is contrary to public health and safety of the City or such use is tending to cause or provoke a disturbance, the Community Center Director, Board of Directors, or Canton Police Officer may revoke the instructors permission to occupy the Community Center and such groups or individuals shall upon notice immediately vacate the Center. A "Rental Dismissal Form" will be emailed to you once completed for your records.

INSURANCE

ALL Businesses or Instructors are required to provide a copy of their business insurance. The Canton Community Center property must be listed as additionally insured. Business shall maintain insurance in such types and amounts customary for and necessary to protect and insure against the type of risks involved with the type of business operated by Business, including but not limited to, as applicable, general property and casualty, workers compensation, directors and officers, and product liability insurance.

INSTRUCTOR OPTIONS FOR TEACHING A CLASS AT CCC

A. **Independent Contract Instructor.** Contract Instructor submits Class Proposal Form, attached. Once Class Proposal is approved, all required documents must be obtained and on file in the CCC office.

B. **Volunteer.** Instructor offers free classes that are open to the public. Instructor volunteers to lead the class without any compensation. Classes must meet CCC requirements.

C. **Free youth classes.** Contract Instructor submits Class Proposal Form, attached. Once Class Proposal is approved, all required documents must be obtained and on file in the CCC office. Classes are open to youth 17 years of age and under.

For more information on above options, contact The Canton Community Center Board of Directors.

Telephone: 573-288-0550

Email: cantoncommunitycenter@gmail.com

Website: www.cantoncommunitycenter.com

INDEPENDENT CONTRACT INSTRUCTOR REQUIREMENTS

- I. Required Documents. To begin the process, complete and return the Class Proposal form and the Application. Once all items have been submitted, the Board of Directors will contact an individual for an interview. Before the Canton Community Center can enter into an agreement the following documents must be obtained from a potential instructor:

1. Acceptance Criteria Met (Class Proposal Form)
2. Independent Contract Instructor Handbook Acknowledgement (signed)
3. Independent Contract Instructor Agreement (signed)
4. IRS W-9 Form
5. Background Check; All Independent Contract Instructor applicants are required to participate in a background check conducted by the Canton Community Center using the recommended website from our insurance company www.familywatchdog.us. Such information will be used to determine whether the results of the background check reasonably bear on applicant's trustworthiness or ability to perform the duties of position in a manner which is safe for participants in the Canton Community Center programs.

Canton Community Center Open Door Policy:

The Canton Community Center recognizes that from time to time there may be disagreements in the work environment. If there is a problem, disagreement or question of any sorts, we ask the instructor speak with a member of the Canton Community Center board. The board will work with the instructor to determine a solution suitable for both parties. Should a solution be unobtainable, the board and the instructor may seek outside guidance/assistance. We will strive to create a positive work environment for our instructors

At-will Independent Contractor:

The Canton Community Center reserves the right to cancel the Independent Contractor agreement with any Independent Contractor.

POLICIES AND PROCEDURES

A. **Course Acceptance Criteria** (see attached Class Proposal form) All forms can be turned into the Director, Board of Directors, placed in the drop box, mailed or emailed to the center.

1. Class Proposal Forms must be fully completed in order to be considered for review. Proposal forms must be turned into the CCC office no later than one month prior to the start of the class. Incomplete or late Proposal Forms will be returned via postal mail.
2. First-time Contract Instructors will be limited to two classes per session. Proposal Forms must be submitted each session for 3 consecutive sessions.
3. Returning Contract Instructors whom have met the 3 consecutive Proposal Form submissions must submit an Annual Class Proposal Form for continuing classes.
 - a. If instructor skips teaching a session, a Class Proposal Form must be submitted for the returning session.
 - b. If class information changes for any reason during the year, the Contract Instructor is responsible for resubmitting a Class Proposal Form for appropriate quarter.
4. A notification will be sent upon approval via mail or e-mail.

B. Course Scheduling

1. The Canton Community Center conducts all recreation classes on a class by class schedule. Example: some classes will be a four-week course while others may be an eight or twelve-week class.
2. Class session must be scheduled within proposal date guidelines. (see attached Class Proposal Form)

C. Class Fees

1. Class registration fees will be included in the membership fee for CCC members. Drop in's are allowed and instructor is responsible for collecting agreed upon fee's for the courses for non-members. If the instructor has set the fees, said Fees should be comparable to other classes being offered at CCC and to other facilities in the area. Instructors may ask for additional fees in regards to supplies for the classes or ask participants to bring supplies to the class. The additional fees and supply requests must be included on the Application filled out prior to class start date and agreed upon by the instructor and CCC Board of Directors.

- I. Drop-In Fee for Non-Members: drop-in fees are accepted. The Fee for this course and individual classes must be in writing and agreed upon between instructor and CCC Board of Directors.
2. A minimum of 5 students must have registered and paid the class fees in full in order for classes to run the full session. CCC reserves the right to cancel a class due to insufficient enrollment of less than 5 students.
3. The instructor will be responsible for collecting drop in fee's. Instructor will follow the policy and procedures given to the instructor in regards to how and where to collect drop in fee's.
4. It is the Contract Instructor's responsibility to ensure all participants are registered and fully paid prior to attending and participating in class.
 - I. Contract Instructors are not given compensation for individuals attending their class who have not been verified by the listing of current members at the beginning of class.
 - II. Classes are held at the Canton Community Center 210 N 7th St. Canton, MO 63435
 - III. The CCC assigns rooms and reserves the right to make room changes when necessary.
5. All Contract Instructors are responsible for setting up their rooms/activity area. The Contract Instructor must always leave the room/activity area in the condition in which it was received, i.e. orderly, instructor materials removed, etc. Projects, materials, and leftover items cannot be stored.

EXPECTATIONS

1. Reporting to work/Absences/Substitutes: If you are unable to attend, you must first try to find a substitute with the same qualifications as you – they must be an approved substitute.
2. You must report to your class ten minutes before the scheduled class time and take attendance/check in the members
3. Sign in sheets – put the sheet in the drop box with any drop in forms and money, – sign in sheets will be in a slot on the wall. Time sheets will need to go in the drop box as well.
4. Class material will be expected to last the duration of the class **(45 min.)**

5. If you are unable to make it to class you must notify a Community Center board member at least **four hours** before the class is scheduled.
6. If members pay for a specified number of classes or weeks, you will be expected to extend the duration of the class to accommodate if the classes were cancelled for any reason per your doing.
7. **Schedules:** board will work with employee to determine when a suitable time will work for the class. It will remain on the schedule for the decided duration of the class.
8. **Class Expectations:** provide members with a knowledgeable class, know what you are teaching, provide assistance to those needing it
9. **Attire:** The Canton Community Center requires independent contractors to dress in attire appropriate to class being taught. Please respect our member's and consider yourself an ambassador for the CCC. Whether attire is considered appropriate is at the discretion of the Board of Directors. Please ask a staff or Board member with questions.
10. **Keypad entry:** Keypad entry will be provided to all instructors prior to the start of their scheduled class. Instructors will be responsible for making sure the building is locked after each use of the Canton Community Center building.
11. **Certifications:** Instructors will maintain any and all certifications needed to teach the determined course. In addition. All independent contractors/ volunteer instructors will be required to keep a current CPR and first aid certification. A background check prior to the start of the scheduled course will be required. All documentation must be submitted and a current copy must be kept on file. Failure to keep current copies of all certifications on file with the Canton Community Center will have all classes and future schedule cancelled until brought to regulation.
12. **Safe Environment:** Instructors have an obligation to ensure a safe environment for all persons who enter the Community Center for a class. Instructors must constantly be aware of potential risks which could cause harm and attempt to mitigate the risk. If unable to do so on your own, contact a Canton Community Center Board.
13. **Injuries/medical emergencies:** if an injury/emergency occurs, work with the member to determine the best plan of action. Call the proper authorities as well as a CCC board member immediately to notify them of the situation.

COMPENSATION

1. **Compensation:**
 1. **Salary:** Instructors will be employed as a "contractor". They will receive a 1099 at the end of the year
 2. Independent Contractors will receive pay at a rate of \$20/ Hour.
 3. Independent Contractors will be responsible for all taxes on any money they make, in addition to any local, state, or federal laws.
2. **Time sheets:** Instructors must keep and turn in time sheets provided by the CCC. Time sheets will be in a pre-determined location with the CCC Board of Directors and Instructors. Time sheets need to be in by noon on the fourth Monday of every month. Failure to provide time sheets on for before the above day and time will result in an instructor not receiving a paycheck in that pay period. If the time sheet is provided by the next scheduled pay period the instructor will be paid at that time. No independent contractor will be paid without a signed and dated time sheet turned into the designated space assigned by the director.

1. **Pay Checks:** Pay checks will be available on the first Monday of each month. Paychecks can be picked up on the first Monday of the month, from 11am to 2 pm from the Director. Arrangements can be made to have them mailed.
CCC reserves the right to make changes to payroll and time sheet changes at any time as seen fit by the Board of Directors.
2. **Changes:** Instructor will be responsible for notifying the Community Center Board of any personal changes that may affect how they receive payment
3. **Attendance:** Classes will be subject to a 20-person maximum. Members will drop in and go.
4. **Registration:** If the instructor wishes to have registration, we can set that up – particularly if there's a fee to take the class.

Instructors must stay 15 min after the start time of the course. If there is NO attendance the instructor may leave after 15 minutes. Instructor will be compensated for 30 min. After 2 classes with no attendance the class may be dropped.

HOLD HARMLESS

The instructor or business, and all guests, as consideration for the approval of the applicant's request for the usage of the Canton Community Center, expressly agrees to indemnify and hold the Canton Community Center, Staff, Director, and Board of Directors harmless for any and all claims of any nature arising from or due to the applicant's use of the Community Center.

HOLIDAYS

The Canton Community Center is open year around, however due to certain holidays it may be in the best interest to close the Center so Employees and patrons can observe these with their family, in addition, this allows the Center to be open from classes to allow room rentals to Members, the public or the Center for special gatherings or events. The Center will be closed, but not limited to, the following days; Labor Day, 4th of July, Easter, Memorial Day, Thanksgiving, and Christmas.

INCLEMENT WEATHER

All instructors and business or rental cancellations and building closings due to weather or emergency will be posted on the Facebook page of our center, and we will make every effort to broadcast such notices on the following TV stations, WGEM and KHQA. Please understand that there might be an unexpected occasion that will require us to cancel or close without advance notice. Credits will be issued if the Canton Community Center cancels a prepaid class, please see the refund policy in this document. No discounts to monthly or yearly memberships or Business Incubator Dues will apply for cancelled classes, Membership or Business Incubators dues are not refundable, in addition instructors will not be compensated for their time that day.

MAINTENANCE OF BUILDING

Maintenance of the building may be required at times. The Canton Community Center will do all in its power to limit the interruptions to all, however this may not always be doable. The Canton Community Center will try to schedule all scheduled routine maintenance during its scheduling period or during non-peak hours. However, unplanned maintenance or emergency service may be required, and the Canton Community Center may need to cancel class(s) or Business Incubators. Please note that the Center does not do this lightly and we will limit interruptions.

COMPLAINTS

The Canton Community Center is a building designed to provide facilities for, but not limited to, educational and exercise classes, meetings, and social events, however as with any function where there is people and brick & mortar buildings, there is a chance that a complaint may arise. We, at the Canton Community Center, take all complaints seriously. Due to this, we have created a complaint process. If a complaint arises, please request a “Complaint Form” from the Director or you may obtain one on our website. Please fill out as much information as possible and in great detail. Once completed return to the director, and we will take appropriate measures. If the complaint is about the Director then forms may be returned to any Board of Directors in person or via E-mail to the Board of Directors email found on the form. All Complaints regardless of severity will be reviewed by the Board of Directors at each meeting, as time allows, in which time policy and procedures may change, and/or action taken against an individual or group, or a solution to the problem as requires. If a complaint is about the Board of Directors decision, any individual or group may request to be heard at the next board meeting. A request for a third party mediator may be requested at the cost to the individual requesting the third party, all requests must be done via e-mail to the email on the complaint form. All complaints must be filed within 15 days of incident.

INJURY or ACCIDENT REPORT

The Canton Community Center takes all injury or accidents seriously. As a result, any time there is any incident that has injured an individual or property, an “Incident Report” is REQUIRED to be completed. This form must be filled out within 24 hours and statements collected from all parties. Incidents will remain in possession of the Canton Community Center for a period not less than required by law, and may be passed to the insurance carrier of the Canton Community Center, police, and any individual requesting that was a part of the incident (some information may be withheld if it does not pertain to that individual). Forms may be obtained from the Director or via our website.

EEOC STATEMENT

The Canton Community Center is an equal opportunity provider and employer and a 501(c)(3) as determined by the IRS.

REVIEW AND AMENDMENT PROCEDURES

It is recognized that as conditions change, these “Policy and Procedures for the Canton Community Center” will need to be reviewed and possibly amended or revised to reflect those changes or to address omissions which have become apparent.

Instructor Handbook Acknowledgment

I have received a copy of the Instructor Handbook. I acknowledge that I will read and make myself familiar with the information contained in the Instructor Handbook. I understand the information contained in the Handbook and agree to abide by the policies and procedures set out in the Handbook. I also understand that it will not be a defense to any misconduct if I have not read the Instructor Handbook or do not understand any of its provisions. I further acknowledge that I have had adequate opportunity to ask questions and become fully informed about the policies and procedures contained in the Handbook.

I additionally confirm that in signing this acknowledgment and having a copy of the Instructor Handbook, I understand the Handbook does not form a written rental agreement between the Canton Community Center and me. I understand that I am not required to rent the space at the Canton Community Center for any set period of time and that the Canton Community Center is not required to rent to me.

I further understand that the policies and procedures set forth in the Handbook are subject to change at any time, with or without notice, in the sole discretion of the Canton Community Center and that new policies and procedures may from time to time supersede or supplement those set forth in the Handbook.

I understand also that it is my obligation to inform the Canton Community Center of changes in my address or telephone number, and any other changes that may affect the terms of this agreement and I agree to the all policies, and the Director or Board of Directors have a right to limit, change, or cancel this contract.

Instructors Printed Name: _____

Instructors Signature: _____

Date: _____

This signed and dated acknowledgment will be placed in the independent contractors file.

