

SCHEDULE "E" – PROGRAM INSTRUCTOR CONTRACT

PROGRAM AGREEMENT

BETWEEN:

Joe Rich Ratepayers and Tenants Society
11481 Highway 33 East
Kelowna, BC, V1P 1K1

(herein called the "SOCIETY")

AND

_____ (herein called the "CONTRACT INSTRUCTOR")

Phone No: _____

In consideration on payment here after provided, the Society and the Contract Instructor agree to fulfill all conditions listed on this page.

CONDITIONS

1. The Contract Instructor shall conduct a program on the days and times in the Joe Rich Community Hall and for those purposes described in Program Information below.
2. The Contract Instructor shall: be present at the program location when the program is being conducted throughout the full period of time for each session; submit Contracted Hours of Work (CHOW) record or invoice for services; and when requested by the Recreation Coordinator complete participant and instructor evaluation forms.
3. All Contract Instructors working with children or vulnerable populations, are required to obtain a Criminal Record check and if applicable bear costs associated with this procedure.
4. A substitute instructor may be used with the prior approval of the Recreation Coordinator.
5. Liability coverage for Contract Instructors is provided through the Society's liability policy. The Society/ Insurer have the right to file an alternate suit against the Contract Instructor if gross negligence is alleged. The Contract Instructor must report any injury they sustain while instructing and/or supervising the program immediately.
6. The Society reserves the right to:
 - 6.1 Alter or change the space or time allotted.
 - 6.2 Set a minimum of the number of participants required for the program and cancel program(s) should the minimum number not be reached 48 hrs prior to the start of the program(s) or cancel program(s) for any reasonable or just cause in the opinion of the Society with no compensation to instructor.
 - 6.3 Judge whether or not the program is being conducted as identified in Program Information.
 - 6.4 Alter program(s) for any reasonable or just cause in the opinion of the Society.
7. The Society requires 7 days notice from the Contract Instructor to cancel this contract.
8. The Society reserves the right to cancel this contract with 7 days notice for any reasonable or just cause in the opinion of the Society.
9. The Society and/or Contract Instructor shall collect and account for fees according to the established accounting procedures adopted by the Society.

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PROGRAM INFORMATION	
Program Name:	Location:
Days & Times:	
Course Mins:	Max:
Start Date:	End Date:
Total # of Classes:	
Special Conditions:	
Hourly Rate: \$	Total Billable Hours per class:

The term of this contract is from _____ to _____
 subject to the conditions outlined herein.

By signing, I acknowledge I agree to the terms noted above.

Recreation Coordinator

Date

Contract Instructor

Date