

# Application to Teach a Class at The Murphy Art Center

Fill in all information in the green fields and Email completed form to [ClassesAtTheMAC@gmail.com](mailto:ClassesAtTheMAC@gmail.com) or return to The Murphy Art Center, 33 Valley River Ave.

We also need a digital photograph to be used for promotion. Email photo to: [ClassesAtTheMAC@gmail.com](mailto:ClassesAtTheMAC@gmail.com)

Photo should be in landscape (horizontal) format, ideally about twice as wide as it is high.

Name of Class (40 Characters Maximum):			
Tagline: (Short teaser description, 40 Characters Maximum):			
Name Of Teacher:			
Teacher's full mailing address (Street, City, State, Zip):			
Teacher's contact information, Phone Number AND Email: (Email required)			
Description of Class (Limit 330 Characters): Include information for any special requirements for this Class. If Class is for more than one day, indicate the dates and times here.			
Will the class be held at The MAC in the VRAG Classroom? (Yes or No):		If NO, Where?	
May Students contact the Teacher directly for More Info? (Yes or No):			
Requested Date for Class - (MM/DD/YY):	If Class is for more than one day, indicate those dates and times in the Description.		
Time of Class - Beginning:		Ending:	
Max number of Students (If left blank, room capacity of 40 will be used):	Class Coordinator will confirm availability of Date and Time for class.		
Minimum Number of Students required for this class to be taught:	1	I understand that I will be responsible to teach this class if a minimum of 1 student signs up. It is VRAG policy that class fees are non-refundable and if I cancel the class for any reason, I will be responsible for all refunds.	
Number of Days for this class:	Typically 1. If more than 1 day, indicate those dates in the Class Description.		
Net amount to be paid to the teacher for the Class:	\$	This is what the teacher will be paid, per student. This is for just the Class, not including Materials. VRAG will calculate actual charge to student.	
Net amount to be paid to the Teacher for Materials:	\$	If the Guild is collecting a separate Material Fee for the class, enter the net amount that the teacher will receive here.	
Is the teacher going to collect any additional fees directly from the Student?			
If you answered Yes to the above question, how much?	\$	for:	
The above information is correct and I agree to the terms of the VRAG Teacher's Agreement.	Signed: _____		
	Date: _____		