

VRAG Teacher's Agreement

Thank you for your interest in teaching a class at the Murphy Art Center!

Below, is the Teacher's Agreement that will give you the information you need to set up your class at The MAC. Read over the Agreement then fill out the Application. Email the completed Application and photo to us, or mail it to:

Valley River Arts Guild
33 Valley River Ave.
Murphy, NC 28906

Email: ClassesAtTheMAC@Gmail.com

Welcome aboard!

What we do:

1. We provide the classroom equipped with tables, chairs, trash cans and a sink.
2. We provide a large LED monitor with HDMI connection for your use if needed.
3. We will advertise your class via Facebook events, etc. Be sure to schedule your class well in advance so these promotions will work the best!
4. We will promote your class at the MAC with a small display on our class information table with a small poster, sign-up sheet and informational handouts. Please add samples of your work to the display, space permitting.
5. We will collect the class fee and any other fees you authorize, then pay you your fee at the end of the month after your class is taught. Checks can be picked up at the Gallery or can be mailed on request.

What you will do:

1. You understand that classes should be "Arts" related. This is a pretty broad category. Fine Art, Crafts, Music, Theater, Literature, Culinary Arts and Performance Arts are just a few categories that we would love to host. Classes that fall outside those parameters may still be approved, but will need to be reviewed by the Class Coordinator before scheduling.
2. You will apply to teach the class early enough so there is time to get it on the schedule and to promote. We suggest you get the application back to us at least a month ahead of the date for the class!
3. You understand that classroom space is assigned on a first come, first served basis. If the date/time you are requesting is not available, our Class Coordinator will contact you to suggest an alternate date.
4. You agree to teach the class if a minimum of 1 student is signed up. Big classes are great, but we don't want to disappoint any student that wants to learn.
5. You will help us to promote your class by contacting your friends and former students to tell them about your class. Once our Facebook Event is set up for your class, you can share it!
6. You will arrive early enough on the date of your class to be sure the room is set up correctly for you.
7. You understand that Guild policy is that class fees are non-refundable from the Guild. If you cancel your class for any reason, you are responsible for any refunds.
8. You will clean up the classroom after your class, removing any trash, etc., returning it to its original condition. There is a dumpster in the back parking lot for your convenience.
9. **We would also like to have a digital photo or picture that we can use to help promote your class.** This must be a JPG image. Preferred size is 1200x629 pixels, (Picture should be about twice as wide as it is tall). 72 dpi is sufficient, but if you are unsure of what you have, just send us what you've got! Photos will be used for in store displays, Facebook promotions, etc. If you do not provide a photo, one will be chosen for you. You can email the photo to us at: ClassesAtTheMAC@Gmail.com

Keep this Page for your records.