

## **TEACHING CLASSES AT THE HARWICH COMMUNITY CENTER**

*“The mission of the Harwich Community Center is to provide facilities for the residents (permanent residents and nonresident taxpayers) of Harwich to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center should provide opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.”*

In keeping with its mission statement, the Harwich Community Center is pleased to provide spaces where individuals may host classes, workshops and other educational activities.

### **CERTIFICATIONS/INSURANCE**

All requests to teach classes at the Community Center must be approved by the building director and Facilities Committee. Potential instructors may be required to present professional certifications and/or proof of insurance.

### **SCHEDULING**

The booking of building spaces is done on a first come, first serve basis. In order to reserve space, please submit an Application for Room Use, available in person or online at [www.harwichcommunitycenter.org](http://www.harwichcommunitycenter.org). Applications should list all individual dates desired. No rooms will be reserved until room fees have been paid.

### **ROOM FEES**

Groups, organizations, and class instructors are subject to room fees. Instructors may choose to pay a yearly room fee, or for individual one-time uses. Yearly room fees cover the period from July 1st to June 30th. Please see the fee schedule below:

#### Activity Room

Single Use: \$45.00

Yearly Fee (limit 104 uses)\*: \$190.00

#### Multi-purpose Room

Single Use: \$80.00

Yearly Fee (limit 104 uses)\*: \$300.00

\*Additional uses must be approved by the Community Center Director, and may incur additional costs.

### **STUDENT FEES**

All fees collected from students must be given to the Community Center staff to be processed through the Town (checks should be made payable to the Town of Harwich). Payments will be deposited to the Town Treasurer, and a check will be issued to the instructor. A program fee of 10% per student, per session of classes will be deducted from this check. Instructors must submit a completed W-9 Form to the Treasurer's office (Town Hall) in order to receive payment.

### **REGISTRATION/PROMOTION**

Instructors are responsible for handling class sign-ups, collecting fees, and for promoting their classes. We are happy to assist in promoting by adding class descriptions to our activity brochures and our website.

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