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The Henderson Instructor Agreement

Instructor: _____

Rental Date: _____

Course Name: _____

Room/Studio: _____

Cell Phone: _____ Work Phone: _____ Email: _____

Address: _____

Instructor Website: _____ Half Day: _____ Full Day: _____ Studio: _____ Classroom: _____

Space/Studio Options

The Henderson has five studios and multiple classrooms available for workshops, lectures, or classes (formal or informal). An instructor can choose to rent a room or a studio for a proposed class and is in charge of **all** logistics or to have The Henderson handle marketing and enrollment for 30% of revenue. If you choose to rent please fill out rental agreement form.

The Henderson can purchase supplies for the instructor, and these supplies **WILL BE DEDUCTED PRIOR TO 70% / 30% split**. The Instructor does have the option to purchase/provide their own supplies and deduct these costs prior to 70% / 30% split.

Workshops and classes will be posted in The Henderson's monthly newsletter and our website calendar for easy social sharing. It is up to the Instructor to supply necessary information for the newsletter and calendar and have a reasonable marketing plan in place.

The Henderson will be responsible for:

- marketing the class
- signing up and tracking of students
- class supplies (unless provided by instructor)
- set-up (as directed by instructor) and following COVID protocol

The Instructor will be responsible for:

- support in marketing their own class
- class supplies (IF provided by instructor)
- clean-up and following COVID protocol

Property Damage: Renters are held responsible for damage to facility or property during the period of the rental agreement.

Liability Waiver: The instructor shall acknowledge that The Henderson is not responsible for any liability in the event of illness or injury to any person or damage to any property during the period of this agreement.

By signing this contract you agree to all terms:

_____/_____/_____
Signature Date