



Adult Art Classes: Teacher's Guidelines

1. Complete the Teaching Application and Publicity Form and submit it to KCM Beautiful Things. Describe the class or workshop that you plan to teach including length of the class in hours as well as how many sessions you plan the class to last. Indicate preferred class dates on the application, however the final decision for scheduling will be the responsibility of KCMB. Any changes will need to be approved by Arts in Bartlett (AiB) & KCMB.
2. Art teachers work as independent contractors for KCMB and will be paid as specified in the Teacher's Contract. Additional charges may also be specified for use of tools, equipment and extra utilities usage.
3. Subjects taught must conform to AiB Bylaws, which stipulate that all activities sponsored by AiB must be in accordance with their Mission to support arts and culture and art education. If your organization is interested in renting a space in the Center for those purposes, AiB will be glad to discuss rental charges with you.
4. Limited liability insurance is provided, but your equipment and supplies will be your own responsibility.
5. Room set-up and take-down will be the responsibility of the teacher. Facilities must be left clean after each session. Be sure that the building is properly secured (doors, & windows) before leaving; heat and lights are turned off.
6. Limited space and multiple on-going activities make it necessary for your students to confine their activities to the designated teaching areas.
7. Your class will be advertised normally (without extra charge) in our calendar, press releases and on our website, & facebook page. However, teachers are encouraged to promote their own classes. All signs, posters, and information pamphlets advertising your class will be created by the KCMB and will be provided to the teacher for distribution.
8. Please follow this procedure for collecting tuition for your class: 1/Have them fill out the registration form. 2/ Have them sign the liability waiver. 3/Collect payment 4/ Submit to KCMB.
9. When the class is finished and the contract fulfilled, checks will be disbursed when it is determined that the contract has been fulfilled.
10. Teachers may not offer any youth classes that conflict with Color My World Children's Art Studio
11. Teachers may not offer any classes that conflict with the KCM Beautiful Things Crafts & Cocktails series (cannot have food or drinks in their class - Teachers cannot provide it. Students are not allowed or encouraged to bring it.) if they are not working with KCMB.
12. Teachers may not offer any cello lessons.

If you have any questions, please contact Kathleen Malick at 630-926-8739 kcmbeautifulthings@gmail.com