



# North Country Center for Yoga and Health, Inc.

*"Our mission will provide a safe and accepting environment that will offer participants an opportunity to choose educational, therapeutic and personal growth programs. The opportunity to make self-directed changes will have the common goal to help all participants develop insights and the tools to create peace of mind, personal clarity, love, self-acceptance and self-empowerment in their lives."*

## Letter of Agreement for Instructors

(approved by the Board 12/14/2005; updated 4/2008; 5/2009; 8/2009, 10/2010)

**As an instructor** you are entitled to utilize the Yoga Loft studio for instructing class sessions and workshops. All classes/workshops held at the Yoga Loft will be in accordance with the mission of the Yoga Loft.

The following must be completed before utilizing the Yoga Loft.

- Initial Contact Form
- Signed Letter of Agreement
- Bio for Website
- Completed Class Request form
- Orientation to Studio
- Building Procedures

### Process for scheduling your class:

1. Use the "Class Request" form for submitting your class information. This form is available on the website ([www.yoga-loft.org](http://www.yoga-loft.org)) or may be obtained from the Program Consultant.
2. Visit the Yoga Loft website click the "Calendar" link. This will give you a general idea of available time slots. Keep in mind that ½ hour before and after classes are left open for a smooth transition between classes.
3. Submit your request form to the Program Consultant by the deadline noted below.
4. Contact the Program Consultant if you have any questions or special requests.
5. The Program Consultant will meet with the Program Committee to address class and scheduling issues, concerns and/or questions that may arise.
6. The class calendar is updated on the website, classes are listed on the website, the flyer is printed, and a press release is sent out.

To assure scheduling and advertising use the following schedule		
SEASON	DEADLINE	INCLUDES THE MONTHS OF
"WINTER/SPRING"	Nov 15	Jan, Feb, March, April
"SUMMER"	March 15	May June July August
"FALL"	July 15	Sept, Oct, Nov, Dec

7. Bulletin boards are available at the Yoga Loft if you choose to make your own class flyer.

### Established Classes

Once your class is running, and you would like to continue the class into the next season *as is*, it will not be necessary to submit another class request form. However, you still need to notify the Program Consultant to confirm your class will continue. Always check the calendar for holidays that conflict with your class.

### Established Classes with Changes

If you need to make changes to an established class (for example, update the description, change the fee, etc.) notify the Program Consultant. These changes will also need to be made on the website and calendar.

## Advertising

Classes will be advertised by direct mailings three times a year by the Yoga Loft. The Yoga Loft will also advertise classes via e-mailings, monthly press releases, and the website, which includes an updated calendar.

## Usage Fee

**Fee for use of the space is 30% of income generated from your classes and workshops**

Payments are due according to the following schedule

Session Class	Payment due no later than 2 weeks after last class of the Session
On-going Class	Payment due by the 15 <sup>th</sup> of each month for the previous month's ongoing class
Workshop	Payment due no later than 2 weeks after workshop date
<b>Payment may be sent to Yoga Loft, 107 ½ Main Street Attn: Program Consultant Checks should be made out to: "North Country Center for Yoga and Health, Inc."</b>	

As an instructor you are responsible for establishing the cost of your class, collecting the class fees, and registering students, if applicable. You are encouraged to establish a policy for returning funds to students in the event he/she chooses not to return to a class that has been paid for in advance.

## Cancelations

You are responsible for notifying the Program Consultant if your class is canceled. It is important that the Yoga Loft provides accurate information to the public about the class schedule and great effort is put into keeping the schedule as up to date as possible.

## Priority Use

Generally speaking, priority for use of the space is assigned in the following order 1) established instructors--with preference given to instructors who have larger numbers of students, 2) new instructors, 3) practitioners, 4) guest users.

## Liability insurance

In the event that someone suffers an injury during one of your classes, workshops, etc., you may be liable. We strongly encourage instructors to consider securing personal liability insurance. If you do not wish to purchase any insurance, we suggest that you ask your students to sign a waiver as part of your administrative procedures on the first day of class. A copy of our waiver is found in your orientation packet.

## Your Bio Information

Visit the Yoga Loft website and you will see a page about the instructors. Please provide the Website Coordinator with your biographical information, your trainings and certifications, any other information you would like to provide, as well as a photo.

## Other Information

In order to better understand your discipline or course, for promotional purposes and to make appropriate recommendations to prospective students, the program and administrative staff and/or board members may request permission to participate in a class.

## Annual Teachers Meeting

A teachers meeting is held annually. This is an opportunity for you to provide feedback, ideas, concerns, or issues. While your instructor status does not depend on attendance at this meeting, you are strongly encouraged to attend.

**Get Acquainted Day**

Each fall the Yoga Loft holds a “Get Acquainted Day,” a day of free classes for the public. This is one of the organization’s few fundraisers. Instructors are requested to offer a free 45- minute class. This is a great opportunity to generate new students for your class.

Finally, the Yoga Loft Board reserves the right to change the priorities of use and to restrict or cancel usage privileges when and how it deems necessary.

*The Yoga Loft is a non-profit organization. The fees set forth in this letter do not cover the entire cost of operating the Yoga Loft. We rely on contributions and fund-raisers to make up the differences between income and expenses. We also rely on you, the users of the space at the Yoga Loft, to be good stewards of our facilities in order to help keep our operating costs down.*

*The Yoga Loft Board*

I have read, understood and agree to abide by the procedures and stipulations in this document.

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

Return this form to the Program Consultant or mail to  
**North Country Center for Yoga and Health, 107 ½ Main St., Canton NY 13617**

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