

# North Country Center for Yoga and Health, Inc.



*"The Yoga Loft 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."*

*The Mission Statement for the North County Center for Yoga and Health*

## **Letter of Agreement for Instructors**

(approved by the Board 12/14/05)

### **FAQ'S:**

**Who is an instructor?** An instructor is one who holds class sessions or workshops at the Yoga Loft. These classes are taught in accordance with the mission of our organization. Each instructor determines his or her own class fees and requests space at the Yoga Loft within the framework of the four seasonal Yoga Loft periods: Winter (January, February, March); Spring (April, May, June); Summer (July, August); Fall (September, October, November, December).

**What is the usage fee for an instructor?** The usage fee for an instructor is 25% of his or her income from classes or workshops at the Yoga Loft. This fee is applied to facilities, administrative, and programming costs (which includes a listing in the seasonal Yoga Loft brochure, on the web site, and other advertising).

**How are the classes and workshops advertised?** Four times a year Yoga Loft prints promotional brochures and distributes them to our mailing list and posts them locally in the area. The seasonal brochures are divided this way: Winter (January – March classes), Spring (April – June classes), Summer (July – August classes), Fall (September – December classes). In addition to the brochures, promotional material for the classes is sent to local newspapers and posted on the Yoga Loft web site: <http://www.yoga-loft.org>. Instructors are responsible for any additional promotion they may want.

**When and how are the usage fees paid?** The instructor's fee is due two weeks after the end of the last class of each session; the workshop leader's fee is due two weeks after the end of the workshop. Payment should be given or sent to the **Administrative Consultant: Pat Glover, P.O. Box 685, Canton, N.Y. 13617**. Checks should be made out to: "North Country Center for Yoga and Health, Inc."

**What are the space use priorities at the Yoga Loft?** Instructors have first priority for space at the Yoga Loft. Generally 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.

**What is the procedure for becoming an instructor?** If you have not already made arrangements to teach a class, contact the **Program Consultant, Jan Hutslar by phone 315-379-0957 or by e-mail [janhutslar@yahoo.com](mailto:janhutslar@yahoo.com)**. The Program Consultant will answer your questions, help you prepare your class description and schedule for publication (we recommend that you include both your phone number and e-mail address in the brochure and other ads), and put you into contact with others in the organization. Before starting to teach at the Yoga Loft, all new instructors must: 1) have their request to teach at the Yoga Loft approved by the Program Committee of the Board, 2) receive an orientation tour of the Yoga Loft facilities, 3) sign and

return a copy of this "Letter of Agreement" to the **Administrative Consultant: Pat Glover, P.O. Box 685, Canton, N.Y. 13517.**

**What are the procedures for setting up classes and workshops?** To set up your classes or workshops, contact **Program Consultant, Jan Hutslar, by phone at 315-379-0957 or by e-mail [janhutslar@yahoo.com](mailto:janhutslar@yahoo.com)**. In order to secure your preferred teaching time and ensure timely promotion of your courses, class scheduling requests must reach the Program Consultant by these due dates: November 15 (for the winter brochure); February 15 (for the spring brochure); May 15 (for the summer brochure); July 15 (for the fall brochure). (Note: if you fail to meet these deadlines you may lose your preferred teaching time slot and miss having your classes advertised in the print media.) The final class schedule is set by the Program Consultant, Jan Hutslar. Instructors are responsible for taking their own registrations, by phone and/or by e-mail. It is recommended that you tell your prospective students that their registration is not complete until you receive their course fee; ask your students to send you a check before the course starts, or, if you wish, pay you no later than on the first day of class. Ask students registering for your course to provide you with their contact information: name, address, phone, e-mail. Note: it is up to the instructor to cancel a course if he or she feels that there are not enough people registered for it.

**What additional administrative procedures are the instructors' responsibility?** Soon after your first few classes, please contact the **Administrative Consultant, Pat Glover, by phone 315-379-1418 or by e-mail [pglover1@twcnv.rr.com](mailto:pglover1@twcnv.rr.com)**, with information about the number of participants. Any canceled courses, canceled classes or other changes in scheduling must also be reported to the Administrative Consultant as soon as the change or cancellation decision is made. Please also send the names and addresses of your students in each session of a course to the Administrative Consultant. This information is needed in order that we may update our mailing list so that your students will receive the course and workshop advertising brochures and, occasionally, other information from the Yoga Loft. Please inform your students that the Yoga Loft does NOT share its mailing list with other organizations. Besides accepting your facilities usage fees, your enrollment figures and your students' contact information, the Administrative Consultant, Pat Glover, is the person to contact if you have any questions, problems, comments, or suggestions.

**What about keys?** A master key to the Yoga Loft will be issued to you for the duration of your teaching. The key is usually given out at the time when you take your orientation tour of the facilities. There is a fine of \$10 to replace a lost key or if a key is not returned when requested. An unpaid fine may result in withdrawal of permission to teach, take classes or otherwise use space at the Yoga Loft.

**What about liability insurance?** In the event that someone suffers an injury during one of your classes, workshops, etc., you may be liable. Therefore we strongly encourage instructors to consider securing personal liability insurance. If you do not wish to purchase any personal liability 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 an appropriate waiver to use for this purpose is available from the Administrative Consultant, Pat Glover. (Note: there is an emergency 911 cell phone to the left of the kitchen sink at the Yoga Loft, should you ever need it.)

**Anything else I need to know?** 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 a board member may request permission to join in or observe one of your class meetings. Finally, the Yoga Loft Board reserves the right to change the priorities of use and to restrict or cancel usage privileges when it deems it 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 not only need to rely on contributions and fund-raisers to make up the differences between income and expenses, but we must 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*

**Building Procedures:**

- **Keep things clean.** Leave the private Practice Room, Loft, kitchenette area and hallway spaces clean. There is one vacuum upstairs behind the curtain; a second is downstairs in the furnace room.
- **No shoes** upstairs in the Loft or downstairs in the Practice Room.
- **No food** upstairs in the Loft or downstairs in the Practice Room. (A small eating area exists downstairs in the kitchenette area.)
- **Close all windows before leaving.** Windows can be opened when needed (a pole with a hook at the end opens the high window at far end of the Loft).
- **Turn off all fans before leaving.** Overhead fans in the Loft can be used as needed. (There is a portable fan located behind the curtain upstairs for use upstairs or down.)
- **Turn both thermostats (in the Practice Room and loft—far wall) down to 55° before leaving.**
- **Winter heating instructions. If you are using the Practice Room, make sure the vent in the upstairs Loft is closed; if you are using the Loft, open the vent as needed; remember to close it before you leave and turn down the thermostat.** When heating the Loft area, leave the upstairs vent open until the Loft feels warm, then close the vent and let the heat from downstairs drift up. Make sure the bathroom door is open so heat from the bathroom vent can escape to the areas downstairs and upstairs. Unless it is very cold, this will be the most economical way to heat the upstairs Loft.
- **Shovel and sand the steps and walkways.** The parking lot is plowed and sanded during the winter, but you need to shovel and sand the steps and walkways as needed (the snow shovel and sand are under the stairs in the hall).
- **Sweep the steps and deck.** Sweep away old sand when it is not needed so that we can minimize tracking it inside. In other seasons, clear the deck of leaves and debris, as needed.
- **Extinguish all candles before leaving.**
- **Turn on outside lights at night; turn out ALL lights as you leave.** (The outside main door light is controlled by a switch inside by the door; the parking lot light is controlled by the switch on its light pole; the lights on the corner of the building are controlled by a motion sensor—no switch.)
- **Check the bathroom for supplies:** replenish toilet tissue, handi-wipes, soft soap, and paper towels as needed. When supplies are running low, contact Pat Glover. A check list is posted in the hallway.
- **Run the water in the kitchen sink:** this keeps the trap working properly.
- **Lock the door as you leave.** Be sure that both doors (inner and storm) are latched tightly.
- **Do not give your key to anyone else to use** when you are not present.

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

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATED

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

*Please return a signed/dated copy of this entire document to: Pat Glover, P.O. Box 685, Canton, NY 13617*