



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, 9/2012, 12/2015)

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.

1. Visit the Yoga Loft website and look at the Google calendar. 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.
2. Submit your request form (available on the website) to the Program Consultant by the deadline noted below.
3. Contact the Program Consultant if you have any questions or special requests.
4. The Program Consultant (or other Yoga Loft representative) will schedule with you an orientation to the studio.

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.

To assure scheduling and advertising use the following schedule		
SEASON	DEADLINE	INCLUDES THE MONTHS OF
"WINTER"	DECEMBER 1	Jan, Feb, March
"SPRING"	MARCH 1	April, May, June
"SUMMER"	JUNE 1	July, August
"FALL"	AUGUST 1	Sept, Oct, Nov, Dec

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 be updated on the website and calendar.

Advertising

Classes will be advertised by the Yoga Loft as follows:

- Seasonal print brochure distributed to area businesses
- E-mail announcements to the Yoga Loft subscriber list
- Monthly press releases
- Once a month "Mind, Body, Soul" paid advertisement. The board selects one class/event to feature each month. Usually new classes are featured but not guaranteed.
- Yoga Loft website (www.yoga-loft.org) which includes updated daily schedule

- Facebook (facebook.com/yogaloft)

Teachers are encouraged to do their own advertising for classes and workshops

Class Fees and invoicing

Fee for use of the space is 25% of income generated from your classes.

All student payments are made to the Yoga Loft.

The Yoga Loft accepts credit cards, how to process credit cards will reviewed at orientation.

There are a few options for setting class fees, which the Program Consultant will review at your orientation. As an instructor it is ultimately up to you to set your own class fees. 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.

Each month you will submit an invoice (provided) to the treasurer for 75% of funds collected as represented by student attendance. Please allow two weeks to receive payment once invoice has been submitted.

Cancelations

You are responsible for notifying the Program Consultant if your class is cancelled. 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 secure 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 one class at no cost to the staff or board member. You will still count them in your student tally and receive payment.

Annual Teachers Meeting

An annual teachers meeting is held each fall. 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.

Free Week

Each fall the Yoga Loft holds an annual "Free Week," a week of free classes for the public. Classes will run as scheduled. This is one of the Yoga Lofts few publicity events. Teachers are asked to donate their time, and while participation is not required 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, 17 Main Street, Suite A, Canton NY 13617**
