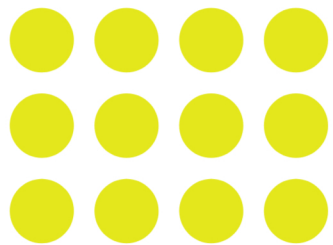
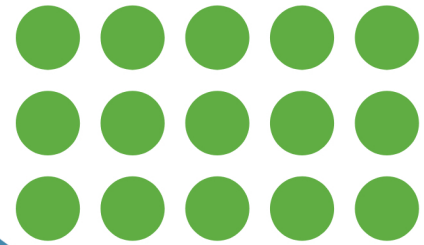




Independent Contractor Guide



Garland Parks and Recreation Overview

Find new adventures around every corner in Garland! Discover special events, recreation classes, swimming, sports complexes, playgrounds, natural areas, and trails for the whole family. Garland Parks and Recreation brings you heart pumping fun, gets your mind in gear, and puts a smile on your face.

Garland is home to six recreation centers, two senior centers, five park pavilions (four reservable), two swimming pools, and a wave action pool. Each facility offers a variety of programs and services that are enjoyed by people of all ages and abilities. From dancing and painting to exercise and sports, you can find activities to improve and enrich your life.

With over 2,800 acres of parks and open spaces, look to the Garland parks system to meet all your outdoor recreation needs. Miles of hiking and bike trails, nature preserves, playgrounds, fishing piers, and a disc golf course provide the environment for exhilaration and fun.

Garland Parks and Recreation Mission

Create dynamic experiences through parks, arts, and play.

Statement of Inclusion

The City of Garland Parks and Recreation encourages people of all abilities to participate in recreation activities together and register for programs that are of interest to them. We strive to promote activities that provide a positive, independent leisure experience through standard, specialized, adapted, and inclusive programs. Please call us if you have a special need or require any special accommodations.

Why Teach a Program with Garland Parks and Recreation

- The City of Garland enjoys access to excellent parks and facilities. Amenities include gymnasiums, classrooms, meeting rooms, aquatic facilities, as well as over 60 parks and outdoor tennis, volleyball, and basketball courts.
- Classes are prominently featured in our PLAY Guide, City Press, marquis signs, social media pages, and more.
- Participants enjoy flexible registration options, including, but not limited to online access, in-person registration, and phone registration.
- Activities are open to both residents and non-residents. Thus, making the City's registration policy inclusive to our surrounding neighbors who want to partake in our offerings.

How to Become an Independent Instructor

Once a program receives approval, independent contractors must provide the department with the following items:

- IRS W-9 Form
- Signed agreement
- Background Check
- Banking/direct deposit information

REGISTRATION

Garland Parks and Recreation performs all program registration. Each participant in every class/activity must be properly registered for said class/activity with the city. The instructor shall not allow any participant to take part in any class/activity unless properly registered for the class/activity with the City without prior approval of center supervisor.

PROGRAM SUBMISSION DEADLINE

If an agreement is made with the city to offer your program(s), all information must be submitted no later than the following dates to be included in the PLAY Guide publication:

- Feb. 1: Summer book for May through Aug. programs
- June 1: Fall book for Sept. through Dec. programs
- Oct. 1: Winter and Spring book for January through April programs

CHANGES TO CLASSES

While the department does its best to provide contract instructors with control over their programs, the City of Garland Parks and Recreation Department retains the authority to make necessary adjustments to ensure a high-quality experience for participants.

PROFESSIONAL CONDUCT

Instructor acknowledges that Instructor is an independent contractor of the City, and that Instructor is not an employee, agent, official, or representative of the City. Nonetheless, instructors play a vital role as representatives of the Garland Parks and Recreation Department. Often acting as the primary point of contact for many participants, contractors must maintain a professional image, both in attire, communication, and overall conduct. It is expected that all contractors align with and uphold the mission and values of the Parks and Recreation Department.

CLASS SCHEDULES

Contractors must deliver instruction for the agreed-upon and advertised number of hours. In the event a class is canceled, Garland Parks and Recreation Department will work together with the contractor to reschedule a make-up class. If arranging a make-up class cannot take place, a pro-rated refund for the missed class will be issued to the participant(s). This refund will be considered in calculating the final payment owed to the instructor.

COURSE ENROLLMENT

Once registration has begun for a class, contractors can receive registration updates upon request. It is the contractor's responsibility to notify staff if the class has not met the registration requirements. If the class is cancelled by the contractor, it is their responsibility to notify enrolled participants. City staff will be responsible to issuing refunds and/or credits.

TRACKING ATTENDANCE

It is the contractor's duty to track attendance each class. This is particularly important as some participants may attend without payment. Direct those who haven't paid to register either at the front desk. Front desk staff is able to provide attendance sheets upon request.

FACILITY & EQUIPMENT USAGE

Instructor is responsible for all set up and preparation of assigned class areas. Instructor is also responsible for take down and clean-up of assigned areas including returning furnishings to original location, cleaning tables and chairs, sweeping, vacuuming, removal of trash and debris from building.

INSTRUCTOR ABSENCES AND SUBSTITUTES

If a contractor cannot attend their class, they must inform city staff as soon as possible. Contractors have the option to arrange for a substitute, provided the substitute has gone through and passed a background check.

PARTICIPANT & INSTRUCTOR SAFETY

The instructor further agrees to always exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, employees, subcontractors, licensees, invitees, and other persons, as well as their property, while in the vicinity where the work is being done. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence or other fault of the instructor, its officers, agents, employees, subcontractors, licensees, invitees, or other person associated with the instructor.

The City of Garland enforces a strict policy opposing all types of discrimination or harassment involving its representatives. Discrimination and harassment encompass behaviors that are

disrespectful and cause discomfort, whether physical, verbal, visual, or sexual. Contract instructors are accountable for their actions and must refrain from participating in discrimination and harassment.

PROGRAM PROMOTION

The City of Garland Parks, Recreation and Cultural Arts Department reserves the right to alter program titles and descriptions for marketing / formatting purposes. As part of the instructor agreement between you and the City of Garland Parks, Recreation and Cultural Arts Department, your program will be promoted using some or all the following venues:

PLAY Guide

The PLAY Guide is comprised of activities and events offered by Garland Parks and Recreation. The PLAY Guide is distributed three times per year. Jan. - April programs are published Dec. 1, May - Aug. programs are published Apr. 1, and Sept. - Dec. programs are published Aug. 1. A digital copy of the PLAY Guide is made available at GarlandParks.com.

Online Registration

PlayGarland.com is an online program registration service provided by Garland Parks and Recreation. The public can use this site to view program information and register for them online.

Flyers

Flyers are made for certain programs and activities. These are posted at recreation centers, libraries, and other city facilities. All flyers must be approved by the Parks and Recreation marketing staff and include the city logo before distribution.

Photographs

We would gladly accept any photographs of your program to be used in our promotional media. Recreation staff will also take photographs of programs for future promotional purposes.

FEES AND INSTRUCTOR PAYMENTS

Pricing is determined in a collaboration effort between the contractor and staff. Generally, 60% of program fees are paid to the instructor. Please structure your proposed program fees accordingly. Instructor payment is processed at the conclusion of each scheduled program.

PROGRAM REFUND POLICY

A registered participant may be refunded in full after the first program of a session. This policy is in effect to allow tentative participants to try a program before committing. If the participant

attends the second program, they will be given a pro-rated refund for the remaining programs. No refunds will be given to the participant for supplies purchased for the program.

OTHER INFORMATION TO CONSIDER

- Programs often take time to gain popularity. Titles, program fees, and program descriptions may be adjusted to help increase enrollment.
- The City of Garland strictly adheres to the Americans with Disability Act requirements. In particular, the city will make reasonable accommodation for anyone to participate in any program or activity offered by Parks and Recreation. If a patron requests assistance to participate in a program or activity, the department's Certified Therapeutic Recreation Specialist will coordinate this assistance with the instructor and the center supervisor.
- You cannot use programs to sell products or services - excluding program supplies.
- Make sure the facility can accommodate your projected attendance and the equipment you will need to provide the program.

INSURANCE

The City of Garland may require you to purchase general liability insurance covering the City of Garland.

QUESTIONS ABOUT THIS GUIDE

If you have any questions about the information included in this guide, feel free to contact the Parks and Recreation Department. We can be reached using the information below:

Play@GarlandTX.gov
972-205-2750
GarlandParks.com

PROGRAM PROPOSAL

[Garland Parks and Recreation Program Proposal](#)