

Title: Fee-Based Classes and Programs
Date of Current Version: January 2019
Replaces Version: April 2012

Background

Program fees are assessed to cover expenses associated with offering a class or event.

Equipment and Material Fees

1. Class fees shall be used to cover expenses associated with equipment and materials used in conjunction with a class (e.g. copying costs, art supplies, books, administrative costs, and equipment replacement).
2. The total amount of material and equipment fees shall be set by the staff or instructor when organizing the class.
3. Equipment and material fees are not intended to generate a profit for volunteer instructors or the sponsoring agency. Their sole purpose is to reimburse the person or organization for materials purchased for use during the class.
4. Equipment and materials may be supplied by the instructor or The Center. If supplied by the instructor, participants pay the fee directly to the instructor. When The Center provides the equipment and materials, participants pay The Center at the time of class registration.

Independent Contractor Agreement and Instructor Fees

1. Independent contractors enter into a written agreement outlining the responsibilities of the contractor and/or instructor and The Center for each program offered.
 - a. Independent contractors are provided access to facilities and equipment for the purpose of offering classes to adults.
 - b. Independent contractors develop their own curriculum, are responsible for instruction, and set and collect all fees.
 - c. Independent contractors charge instructor fees as compensation for their time, expertise, and training. Additional material fees may be charged.
 - d. In exchange for the use of Center space and equipment, independent contractors shall pay The Center a percentage of the gross class revenue, excluding any material fees and instructional fees paid by participants in the low-income membership program.

Participation Fees

1. Participation fees shall be collected for activities and programs that involve expenses such as admission fees, group t-shirts, community outings, transportation costs, etc.

Financial Support Provided by the Low-Income Membership Program

1. Participants in the low-income membership program shall receive a 25% discount on instructor fees for programs offered by independent contractors.
2. When a Center-sponsored program has material or equipment fees assessed by The Center, the fee shall be waived entirely for participants in the low-income membership program.

3. The low-income membership program does not provide financial support for material fees owed to independent contractors or volunteer instructors.
4. The low-income membership program may not provide financial support for Center-sponsored activities involving participation fees or any class or program sponsored by an outside organization unless additional funding sources are secured.

Financial Management

1. All revenue generated through fee-based classes and programs shall be handled in accordance with City policy and deposited as revenue in The Center's current operational budget.

Administration

Class and program fees are set by the staff person(s) organizing the program and managing its budget. In the case of classes taught by independent contractors, the fee is set by the independent contractor.

Annually staff members prepare a budget for classes and programs that are planned for the upcoming year. The coordinator incorporates these projections into the proposed operational budget for the next fiscal year.

Approved by the Senior Center Commission on: April 18, 2019