

## HPAC Creative Space Class Proposal Form

Thank you for your interest in teaching a class at the HPAC Creative Space! Please complete this form in as much detail as possible. The Creative Space Manager will review this information and contact you with any proposed amendments. Once the class structure is agreed upon, we will send you an independent contractor agreement and an IRS Form 1099-NEC.

Return completed form to [hpaccreativespace@gmail.com](mailto:hpaccreativespace@gmail.com) or mail to: HPAC Creative Space  
213 Ramsey Street  
Hastings, MN 55033

### Contact Information

Instructor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How would you prefer HPAC communicate with you?    ☐Email    ☐Text    ☐Call  
*Check all that apply*

How would you like the public to contact you?    ☐Email    ☐Text    ☐Call  
*Check all that apply – At least one form of communication with the public is required and will be shared with potential participants as part of class promotion*

### Class Details

Proposed Class Title: \_\_\_\_\_

Proposed Class Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this class take place in a single session, or over multiple sessions?    ☐Single    ☐Multiple

Proposed Date(s): \_\_\_\_\_

*Please list preferred date(s) first, followed by backup dates – HPAC will try to accommodate your first choice but may need to choose your backup date(s) if there are scheduling conflicts*

Proposed Time(s): \_\_\_\_\_

## HPAC Creative Space Class Proposal Form

Age range of students: \_\_\_\_\_ Max number of students per class: \_\_\_\_\_

Are there a minimum number of students required for you to run the class?  
If yes, how many? \_\_\_\_\_

### Class Registration and Fee Structure

Students register directly with and pay class fees directly to HPAC.

Class Fees will be divided using the following revenue-sharing model:

Instructor Fee: Instructor receives 70% and HPAC receives 30%.

Materials Fee: Directly reimbursed to instructor.

Class Fee advertised to the public will be the Instructor Fee + Materials Fee.

Proposed Instructor Fee per student: \_\_\_\_\_ Materials Fee per student: \_\_\_\_\_

*Example:*

*A Class Fee of \$94 includes a \$70 Instructor Fee + \$24 Materials Fee.*

*The instructor would be paid:*

|                                                      |
|------------------------------------------------------|
| <i>\$49 Instructor Fee (70% of \$70) per student</i> |
| <i>+ \$24 Materials Fee per student</i>              |
| <i>= \$73 total per student</i>                      |

*HPAC would retain:*

|                                                      |
|------------------------------------------------------|
| <i>\$21 Instructor Fee (30% of \$70) per student</i> |
|------------------------------------------------------|