

Hours of Operation: Tuesday – Friday
10 AM – 4 PM

Summer: May 1st - August 31st
Fall: September 1st - November 30th
Winter: December 1st - February 28th
Spring: March 1st - April 30th



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PROGRAM APPLICATION EXTENSION FOR EXISTING PROGRAMS & RENTALS

This application is a request for an extension/ongoing time slot for a class/rental that has already had at least one session and has been approved by the Arts and Culture Coordinator.

The Mary C. O'Keefe Cultural Arts Center

If you plan to request an extension for more than one class genre/rental, please fill out an application for each class individually, including all proposed extension/ongoing dates for each one.

Instructor Name: _____

Business Name: (if applicable) _____

Email: _____ Phone # : _____

Name of Class (program): _____

Brief description of what your class program offers: (Please word for social media marketing as well)

Please circle length of your program:

Weekly M-F	One Time	Weekends Only	Other (Please explain below)

Requested extension/ongoing dates:

	Dates of Class Program	Class times	Min. students	Max. Students	Ages +/-	Price
1						

The Mary C will provide tables and chairs according to the number of students Instructors are responsible for:

-students safety, always: never leave students unattended

-all table & chair set up, before and after each class

-daily room clean up: sweep, mop (if needed), table wipe down, empty trash cans, etc.

-all class materials: please factor the cost of materials into your class price.

-any special equipment needed (unless pre-arranged with MC Faculty): extension cords, microphones, speakers, projectors, etc.

- The Mary C. standard split for all classes, camps, and programs is: 75% Instructor / 25% Mary C

If all information above is correct, please sign below agreeing to all terms:

Instructor signature: _____ Date: _____

MCOK USE:

Arts & Culture Coordinator Signature: _____ Date: _____