

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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SUMMER CAMP PROGRAM APPLICATION

This application is for professional "creatives" to apply to teach Summer Camp classes to children and teens at

The Mary C. O'Keefe Cultural Arts Center for the Summer Semester 2023.

If you plan to teach more than one class/camp genre please fill out an application for each one, including all dates for each one.

Instructor Name: _____

Business Name: (if applicable) _____

Email: _____ **Phone # :** _____

***Can you pass a Criminal Background Check? (circle one) Yes or No**

Please list 3 professional references: (cannot be relatives)

1. Name: _____ **Relationship:** _____ **Phone:** _____

2. Name: _____ **Relationship:** _____ **Phone:** _____

3. Name: _____ **Relationship:** _____ **Phone:** _____

Name of Camp/Class (program): _____

Brief description of what your class program offers: (Please word for social media marketing copy & paste)

_____.

Please circle length of your program: Weekly (M-F) One Time (on specified date) Weekends only

All Dates this class will run:

	Dates of Class Program	Class times	Min. students	Max. Students	Ages -/+	Price
1						
2						
3						
4						
5						

The Mary C will provide tables and chairs according to the number of students participating in your class, unless otherwise specified. Please list any special accommodations below:

SUMMER CAMP PROGRAM APPLICATION (continued)

Which MC Room will be needed for your class? (availability will also be a factor)

- ☐ Indoor **small** classroom
- ☐ Indoor **large** classroom
- ☐ Theater
- ☐ Culinary Arts Facility (Kitchen)
- ☐ Outdoor Space

*Will your class need water/sink access? Yes or No

*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**

***Cancellations: Cancellations are to be avoided in favor of rescheduling. Cancellations due to low enrollment are allowed, in which case students will be duly notified and refunded. Partners with frequent cancellations will be re-evaluated.**

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

Instructor signature: _____ Date: _____

MCOK USE:

Arts & Culture Coordinator Signature: _____ Date: _____

Happy Summer Camping!