



Parks, Recreation & Community Services

CONTRACT CLASSES

Presented By:

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Recreation and Community Services Coordinator

September 3, 2024



CONTRACT CLASSES

Overview

- ✓ What are Contract Classes
- ✓ Onboarding Process
- ✓ Current Classes



WHAT ARE CONTRACT CLASSES

- Recreational programs or classes offered by independent contractors.
- Registration for all programs is through ActiveNet.
- Instructor receives 70% of the revenue collected through registration.
- Instructor determines seasonal program and material fees.





City Contracting Process

Step 1

Proposal is submitted.

Step 2

Staff review proposal and evaluate department need as well as facility availability.

Step 3

Collect necessary insurance and other documents for approval.

Step 4


Draft contract and collect signatures.

Step 5

Registration and marketing (City Living) are created for the classes.

Step 6

Program proposals are completed seasonally.



City Contracting Process

Step 1

Submit your proposal.

Are you interested in offering a class or activity with Culver City PRCS?

Apply to become a contract instructor by submitting a proposal. This is an ongoing process open to all potential instructors.

[Submit Your Proposal](#)



Contract Instructor Proposal

My progress: 0%

Instructor Information:

Name: Required

Business Name (If applicable):


Address:



City Contracting Process

Step 2

Staff review proposal and evaluate department need as well as facility availability.


- Proposals are reviewed for the following:
 - Completion
 - Class genre
 - Facility availability
 - Community interest
- 



City Contracting Process

Step 3

Collect necessary insurance and business license documents for approval.


- Insurance Requirements
 - Business License
 - Live scan
 - New Vendor Form
- 



City Contracting Process

Step 4

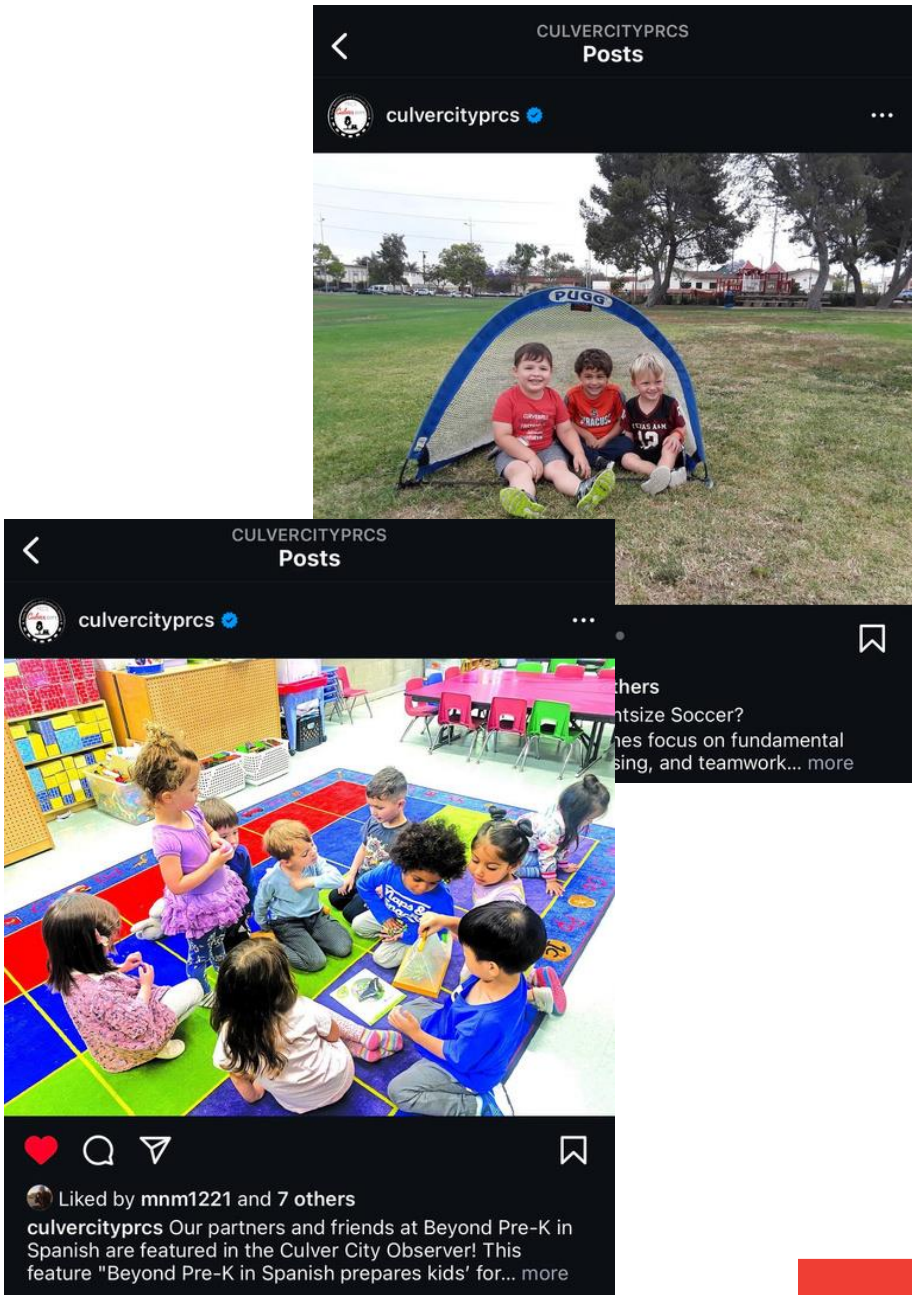
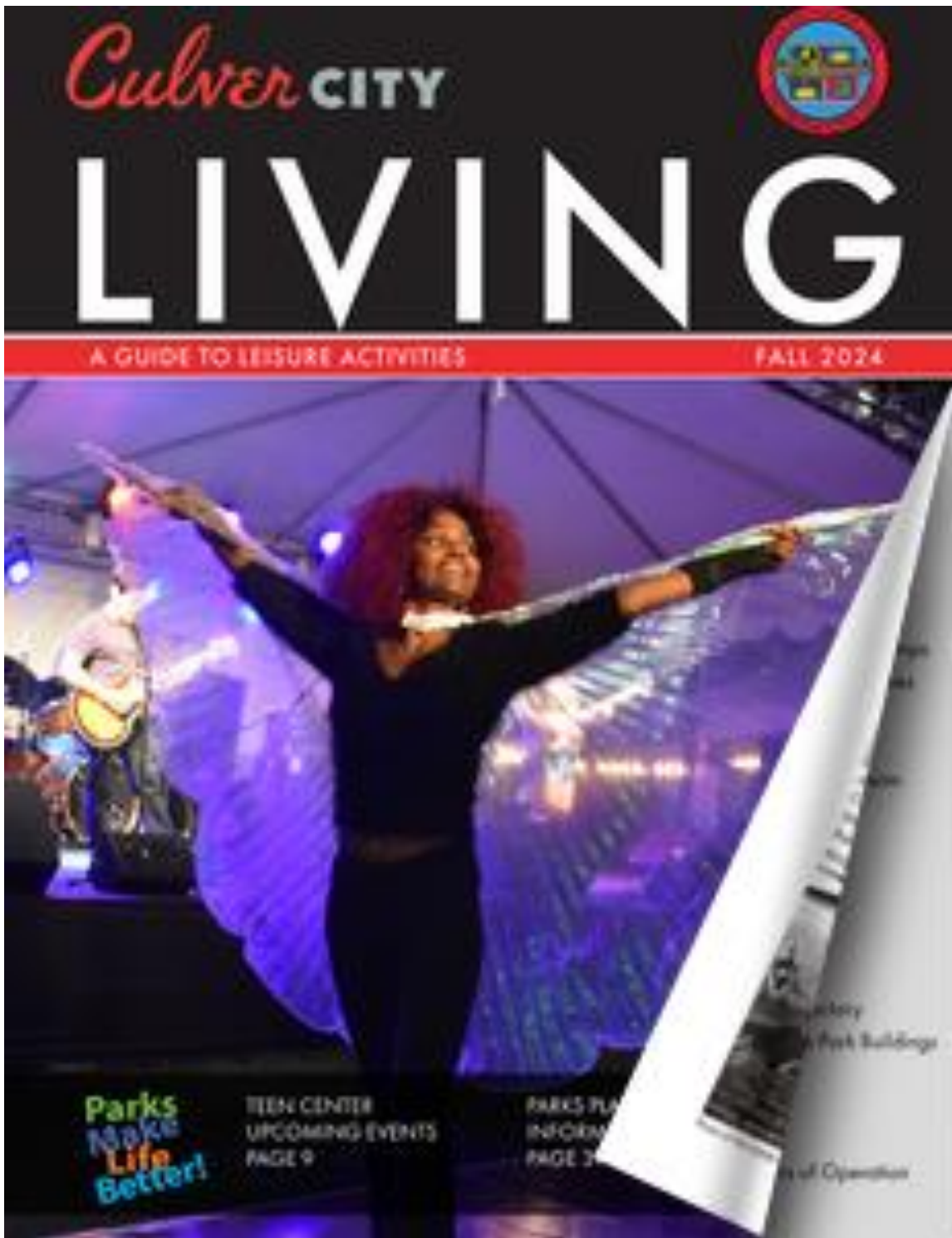
Draft contract and collect signatures.

- Risk Manager approval of insurance
 - Signatures required:
 - Contractor's Signature
 - PRCS Director
 - City Attorney
 - City Manager
- 

City Contracting Process

Step 5

Registration and marketing (City Living) are created for the classes.



City Contracting Process

Step 6

Program proposals are completed seasonally.

Fall Program Proposal ☰

September-November

Section 1 ...

Contractor Information

1. Company Name *

Enter your answer

2. Contact Name *

Enter your answer

3. Contact Email *

Enter your answer

Section 2 ...

Fall Program Details

4. Program (Class) Name- 50 Characters Max! *

Enter your answer

5. Program Description (for City Living and ActiveNet description) *

Enter your answer

CURRENT CONTRACT CLASSES

EARLY LEARNERS



1st Class Preparatory
Syd Kronenthal Park

Beyond Pre-K in Spanish
Culver West Alexander Park



Kids Transition Time
Blanco Park

CURRENT CONTRACT CLASSES

YOUTH MUSIC & DANCE



Ballet & Tap

Culver West Alexander Park

Children's Piano

Teen Center



dee-Lightful Musical Theater

Culver West Alexander Park

Veterans Memorial Auditorium for performances

CURRENT CONTRACT CLASSES

YOUTH SPORTS & RECREATION



Pintsize Sports

Carlson Park (Saturday)

Culver West Alexander Park (Tuesday)

SKATESIDE

Culver City Skate Park

Tennis for Kids LA

Fox Hills - Tennis Court #1



CURRENT CONTRACT CLASSES

SEASONAL CAMPS



dee-Lightful Musical Theater
Veterans Memorial Park

SKATESIDE
Culver City Skate Park



Tennis for Kids LA
Fox Hills - Tennis Court #1

Youth Sports Enterprise (YSE)
Veterans Memorial Park

CURRENT CONTRACT CLASSES

INTERGENERATIONAL



Golden Tiger Kung Fu,
Fu Jow Pai

Senior Center



ARISE Self-Defense

Veterans Memorial Park

CURRENT CONTRACT CLASSES

ADULT



Cardio Tennis

Fox Hills Park

Iaido - Way of the Japanese Sword

Teen Center



Intro to Fencing

Senior Center

Let's Get Fit

Veterans Memorial Building

CURRENT CONTRACT CLASSES

ADULT



Aquafit

The Plunge

Pottery

El Marino Ceramics Hut



Yoga

Veterans Memorial Complex



CHALLENGES AND LIMITATIONS

INSURANCE REQUIREMENTS

- General Liability
- Endorsements
- Waiver of Subrogation
- SAM

If applicable:

- Worker Comp
- Auto

FACILITY AVAILABILITY

- Limited, especially during desirable hours
- Limited storage space

BUDGET/MARKETING

- City Living brochure mailings
 - Parks Plan
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