

*Heritage Craft Center of the Eastern Panhandle, Inc.*

P. O. Box 1225

Martinsburg, WV 25402

[www.heritagecraftcenter.org](http://www.heritagecraftcenter.org) | [info@heritagecraftcenter.org](mailto:info@heritagecraftcenter.org)

304.264.9440

**Instructor Agreement**

No: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_ agree to perform the following services for the Heritage Craft Center of the Eastern Panhandle, Inc.:

**Description of service:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Location of class:** \_\_\_\_\_

**Minimum number of students:** \_\_\_\_ **Maximum number of students:** \_\_\_\_

**Rate of pay:** A class fee of \$8.00 per hour is charged per student, per instructional hour for each student completing the course; the instructor will be paid 60% of this amount (i.e. a six hour class costs each student \$48.00, the instructor is paid \$28.80 for each student). The fee will be pro-rated to the instructor according to the fees actually paid and used for that class for any student not completing the course, and who notifies the Center of his/her withdrawal according to established procedures, and who requests and receives a pro-rated credit. Any fee for materials will be paid to instructor by each student, if applicable. The instructor will invoice the HCCEP for his/her services rendered at the end of the classes. The HCCEP will not deduct or withhold any federal, state or local taxes, FICA or other deductions. As an independent contractor, the instructor will not be entitled to any employment benefits, such as unemployment insurance, medical insurance, pension plans, or other such benefits that would be offered to regular employees.

The artist/instructor acknowledges that he/she is responsible for all taxes, state or federal, owed on any fees paid to him/her for providing this service. He/she further acknowledges that the Heritage Craft Center of the Eastern Panhandle Inc. will provide information pertaining to this service to the Internal Revenue Service, as required by law.

**Standards:** By signing below, instructor certifies that he/she is a highly skilled and experienced professional craftsperson whose work exemplifies fine craftsmanship and detail, and who possesses knowledge of the history of the craft.

**Performance:** Each instructor is required to distribute and collect from each student a Center-provided class evaluation form. At the end of each session, the instructor and Center staff shall review the evaluations, making recommendations for changes and improvements in course content, delivery, format and conduct.

\_\_\_\_\_  
**Artisan's Signature**

\_\_\_\_\_  
**HCCEP Representative's Signature**

**Address:** \_\_\_\_\_

**Phone:** (H) \_\_\_\_\_ (O) \_\_\_\_\_

**Email** \_\_\_\_\_ **Social Security No.:** \_\_\_\_\_

Please sign both copies of this contract. Return one copy of this contract and the enclosed materials list to the above address. Retain the other copy for your records.