



Thank you for your interest in classes at Vistancia! We strive to bring our community together by helping residents find common interests and keeping a full schedule of activities for all ages. We currently have over 30 clubs and classes at Vistancia, and we are continuously on the lookout to add new fun, unique ways for the community to connect.

One of the ways we accomplish this goal is through YOU! We really value the knowledge and talent of our residents, and what they can contribute to the community!

In this packet, you will find a complete guide to beginning a class at Vistancia. Please look over it carefully, and feel free to contact us with any questions you may have.

#### **New Class Application Checklist**

Please turn in the following items at the Village Association Office to begin your class!

- ✓ Signed Instructor Agreement
- ✓ Signed Communications Agreement
- ✓ Copy of Liability Insurance

## General Information Guide to Classes at Vistancia

We require 30 days notice and a completed application before the beginning of new classes in order to check availability and promote effectively.

### Rules & Regulations

All instructors are required to sign a yearly **instructor agreement**.

By signing this agreement, your responsibilities include, but are not limited to:

- Abiding by all rules and regulations of the association and ensuring that your participants and attendees do as well
- Restoring the site of your activity to the same condition it was when you arrived
- Providing at least 24 hours notice before cancelling an upcoming class
- Giving at least 30 days notice before going hiatus, cancelling the class, or making a schedule change

All resident instructors must be current on their association dues in order to use community facilities.

### Insurance Requirements

For all classes and activities that are held on Association property, the instructor must provide a copy of their **insurance policy**.

- ✓ Limits of liability at \$1 million per accident and \$1 million per aggregate
- ✓ Listing Vistancia Village A/CCMC as a certificate holder  
29701 N. Sunrise Point  
Peoria, AZ 85383
- ✓ Additionally Insured is encouraged

Liability insurance expires after one year. If you would like to continue your class after the year is up, you must provide an updated copy.

### Monthly Dues, Registration Rosters, & Consent and Release Waivers

If you are charging residents a fee for participating in your class, there is a fee equal to 10% of the total participation fee per registrant. As an instructor, you are responsible for collecting all monthly registration fees from each student/participant. For payment we accept checks or cash. Please make all checks out to Vistancia Village Association or VVA.

- **Payment is due by the 10<sup>th</sup> of the new month. (EX: Dec. payment is due by Jan. 10<sup>th</sup>.)**
- **Nonpayment by the 10<sup>th</sup> will result in a \$10 late fee. Nonpayment by the 20<sup>th</sup> will result in a second \$10 late fee. This totals to a \$20 possible late fee for the month.**
- **Nonpayment by the last day of the month may result in the suspension of your class until all payments have been made.**

A monthly, seasonal, or yearly **roster** is also required. The roster must list the name of each participant and state if they are a resident or a guest.

Instructors are also responsible for getting a **Consent and Release Waiver** signed by each participant upon their first time attending the class. These can be turned in monthly along with the 10% dues. Waivers must be signed yearly.