

Cowan Community School

General Policies

- Individuals wishing to enter into an agreement with Cowan Community School must complete an Activity Agreement Application and Agreement form.
- The Cowan Community School Director must approve all agreements prior to advertising or implementation of the activity.
- The individual conducting the activity and all participants involved in the activity must sign a Release and Hold Harmless Agreement prior to conducting or taking part in activity.
- The individual or participants must supply all materials and personnel required to conduct the activity.
- Cowan Community School will not enter into an agreement with an individual wishing to conduct private, semi-private or high risk activities. Moderate risk activities may require the instructor to provide insurance to Cowan Community School. (The school director will determine the risk of an activity.)
- Individuals may use equipment belonging to Cowan Community School and Cowan Development Company when it is not needed at the Center for the Arts programs. The individual using the equipment will be held responsible for breakage or loss of equipment. Equipment must be checked out and back in with the Director.

Signature of Applicant

Date

Cowan Community School
Cowan Training Center, Montgomery St.
Cowan, TN 37318

Activity Agreement Application

Please PRINT all answers

1. Activity Title _____

2. Instructor _____

3. Address _____

City/State/Zip _____

Phone Home _____ Work _____

4. Name, address and phone number of person to be notified in case of emergency:

5. Please list the names, occupations, and phone numbers of three persons, not related, as personal references.

5. List all school or courses you have attended, as it relates to the activity you intend to conduct.

Name	Location	Date From/To	Date Completed
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6. Experience History – In the spaces provided below, give your experience history as it relates to the activity you intend to conduct.

A. _____ Describe Duties _____
Name of Employer _____

Phone Number _____

Supervisor's Name _____

B. _____ Describe Duties _____
Name of Employer _____

Phone Number _____

Supervisor's Name _____

C. _____ Describe Duties _____
Name of Employer _____

Phone Number _____

Supervisor's Name _____

7. List any additional skills, related abilities or certifications.

8. I, the undersigned, certify that I have read and fully understand this form in its entirety; and, that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or termination of Agreement with Cowan Community School. In submitting this application, I further understand that it becomes the property of the school and will not be returned.

Signature of Applicant

Date

COWAN COMMUNITY SCHOOL

Activity Agreement

NAME OF ACTIVITY _____

Name of Instructor _____

Activity Purpose/Goals: (What participant will accomplish from activity)

Activity Content: (What will take place, skills to be taught)

List materials needed to participate in class:

Does participant or instructor provide these materials? _____

1. I agree to develop a supportive relationship within the school framework, and work cooperatively with School staff.
2. I agree to give Cowan Community School _____ percent of the revenue I receive, to be given to the school on a regular basis as written in this agreement.
3. If I am unable to teach my class due to illness or emergency, I will arrange for a substitute or notify all my class members. I also agree to notify Cowan Community of my absence.
4. I agree to provide all equipment that the school does not supply.
5. I understand that there is no liability, medical insurance coverage, or workman's compensation insurance for me or my class participants through Cowan Community School.
6. I understand that I may be required to provide public liability insurance, naming Cowan Community School as co-insured. Limits to be determined by Cowan Community School Director.
7. I understand that I, and all participants taking part in this activity, must sign a Release and Hold Harmless Agreement with Patricia Ann Underwood, (Cowan Community School) and Cowan Development Company.

I have read the foregoing agreement and agree to all terms and conditions, as written in this Agreement.

Instructor's Signature

Date

For purposes of advertising (both print and website), we will also need a Bio and Class Description.

Sample Bio:

Patricia Ann Underwood, Watercolorist

Patricia's mastery of watercolor is evident in her expressive subject matter, which includes bears, marine life, and the clear crisp Aspen trees of Flagstaff, Arizona where she resided from 1982 until 2002 when she returned to Tennessee.

Patricia was born in Chattanooga and lived there until the age of 18. As a child she was always interested in art.

It was in Arizona where Patricia's interest in watercolor was sparked after taking an adult education course in the mid 80's. She knew she was hooked after the first class and continued to learn as much as she could about the medium.

Inspired by the works of Georgia O'Keefe, she enrolled in a class at the renown Ghost Ranch a conference center located in Abiqui, New Mexico. She offers a watercolor workshop there once a year since 1995 for her Flagstaff students, friends and anyone interested in experiencing the beauty of Ghost Ranch.

Patricia now resides in Cowan, and offers watercolor classes on a regular basis. She is a member of the Franklin County Arts Guild and has paintings hanging in the Guild's Gallery.

Sample class description:

OIL PAINTING – Jennifer Redstreak Geary – instructor
Thursday, DECEMBER 4th, class time 6:30pm – 8:30pm

Come join this class and learn traditional oil painting techniques from Jennifer, an oil painter at heart. Starting in DECEMBER, this will be a 4-week class, 2 hours every Thursday from 6:30 to 8:30. Oil painting is a very traditional and ever so versatile painting medium. Painting in oils is often the preferred painting medium for portraiture painting as well as landscape paintings, it allows the artist to work and re-work; continuously blending the oil colours to the desired effect as Oil Paints have a longer curing period than Acrylic Paints & mediums.

A supply list will be available by request. Please email redstreak@mac.com for more info.

Class fee \$50.00 (4 weeks). Call 931 636-9898 for a supply list.