

Attention: Activities Director
Savannah Class Instructor Application

Name of class: (please print neatly) _____

Purpose/mission of class: _____

Instructor: _____

Instructor's phone # _____ email _____

Instructor's mailing address _____

City _____ TX ZIP _____

Related Certifications and/or experience _____

Substitute Instructor if any _____ Phone # _____

Proposed class times: Day(s) _____ Time(s) _____

Proposed location: _____

Dates: Start _____ End _____

The Savannah Multi-Purpose Room is available to instructors free of charge in order to benefit Savannah residents by offering low-cost instructional classes. The facilities are private and not open to the public. All participants must be current Savannah residents or act as an assistant or substitute instructor. Savannah Community Association will not endorse or recommend any class activities and has the right to refuse amenity use for activities it deems inappropriate or those activities which may put the CA at any type of risk. There may or may not be a CA representative present at class functions. The CA requires that a parent or legal guardian of participants under the age of 18 years remain in the clubhouse building during the class. The Association may allow similar classes to meet in its facilities. A class attendance report taken from sign-in sheets will be posted regularly and the class schedule will be re-evaluated every other month before each publication of the Savannah Times newsletter and calendar. Priority for a new class or class time will be given to the first request on the waiting list. If average class attendance falls below six participants, the class may be at risk for cancellation or rescheduling if there is a higher demand for your time slot.

To start a new class or be added to the waiting list to start a new class:

1. Fill out and submit this application to the CA office. A substitute instructor (if applicable) will also sign this form). Proceed to step two when you receive an approved copy of this form.
2. Contact the Amenities Manager (amy.abbott@premiercommunities.net) to confirm an available time for your class to meet.
3. Take your copy of this approved form to the CA office to apply for an access card.
4. Send to the communications committee (communications@savannahca.com) a brief description of the class, it's approved meeting times, the instructor's name(s), and contact information for possible website and newsletter insertion.
5. The class instructor will be responsible for leaving the amenity as neatly as he or she found it. If the amenity is left untidy or improperly secured, the class will be on probation through its next meeting, and will be cancelled after the second incident that occurs within one year.

As an independent instructor of this class, I understand that this is not an agreement for any specific length of time and I may be asked by the CA to reschedule or cancel my class at any time for any or no reason. I will make a diligent effort to notify class participants of any class cancellations and will not expect the CA to notify the participants. I agree to all the above requirements and understand that these policies may change in the future.

Instructor signature _____ Date _____

As substitute instructor of this class, I understand that I will assume the role of instructor if the lead instructor is absent.

Substitute Instructor signature _____ Date _____

Approval by HOA agent _____	Date _____
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