



The Art Place
285 Main Street Suite 3
Fryeburg, ME 04037
(603) 662-6354
office@artplacestudio.org

Class Proposal Form

TELL US ABOUT YOURSELF:

NAME: _____

EMAIL: _____

PHONE: _____ WEBSITE: _____

SOCIAL MEDIA HANDLE: _____

WHAT MEDIUMS OR INSTRUMENTS DO YOU PRIMARILY WORK WITH?: _____

HAVE YOU EVER TAUGHT A CLASS BEFORE? IF YES, PLEASE DESCRIBE: _____

TELL US ABOUT YOUR CLASS:

CLASS TITLE: _____

CLASS DESCRIPTION: _____

SKILLS LEARNED: _____

MATERIALS USED: _____

TARGET AGE GROUP: _____

SKILL LEVEL: _____

CLASS DURATION AND FREQUENCY: _____

PRICING: _____

MINIMUM NUMBER OF STUDENTS: _____

MAXIMUM NUMBER OF STUDENTS: _____

ABOUT THE SPACE

The Art Place includes a dedicated art studio, a music room, and a waiting area, all with ample natural light. The space is equipped with tables, chairs, a utility sink, and a restroom.

- The art studio can accommodate up to 10 students, depending on the needs of the class.
- The music room can accommodate 4–5 students.

We encourage prospective instructors to schedule a visit to ensure the space meets their needs. While we offer an online booking system, payments are not processed through this platform. We will promote your class on our website and social media channels.

At this time, The Art Place does not provide class materials. Instructors are responsible for bringing and removing all materials used. Please leave the space in the condition you found it and help keep waste to a minimum. All food-related trash and any hazardous materials (e.g. paint thinner rags) must be taken with you. Please allow extra time to set up and clean up.

Payment and Fee Structure

Instructors are responsible for collecting payments directly from students.

The Art Place charges a fee of 10% of total class revenue, with a \$5 minimum per class.

- Example: A class generating \$200 in revenue would incur a \$20 fee.
- For smaller classes (e.g., \$35 total revenue), the minimum \$5 fee applies.

Fees are due at the end of class, and can be left in the notebook. Payments can either be paid by cash or be made out by check to The Art Place.

Parking & Location

Parking is available at the plaza. We are located upstairs at 285 Main Street, Suite 3 in Fryeburg, ME (formerly the drivers ed school). We do not have an elevator.

Cancellations

Instructors are responsible for managing class cancellations, including notifying students and arranging rescheduling if needed. Please notify The Art Place of any cancellations at least 48 hours in advance when possible.

Insurance

The Art Place maintains a general liability insurance policy. Instructors may obtain additional insurance coverage at their own discretion.

Instructors and students are required to complete and sign a Liability Waiver and Hold Harmless agreement from the Art Place before the start of their class.