

LSBRD - Clubhouse Teacher Rules and Expectations

Rules

- Do NOT misplace your clubhouse key! We will have to rekey the entire building and teachers teaching in the building have agreed to pay the rekeying fee ~\$500.
- All teachers must return the key upon terminating their class at the clubhouse.
- Ensure ALL lights and fans are OFF upon vacating the building.
- Put storage closet items back after you are done using them.
- Ensure the doors that you unlocked and locked upon departure.
- Clean up substantial messes that might be created during your class.
- Do NOT light candles or any flammable objects inside the building.
- Have new students sign Clubhouse waivers, and let the District Manager (DM) know if you need a PDF sent to you so you can print them out for potential new students.
- Provide a **10%** discount to LSB residents that attend your class.
- Include LSBRD on your insurance and provide an up-to-date copy to the DM.
- Do **NOT** try to have class time outside of your designated class time/dates, unless you have **pre-approval** from the DM.
- Be the last to leave the building, make sure all students and people have vacated the building before you leave -unless you are sharing the building with another group, then you are not responsible for them. If you are unsure, please ask them if they have preapproval from Maddy to be in the building.

Expectations from Teachers

- Try your best to reach out to Maddy about important matters you might think she should be made aware of that are occurring during your class time.
- Teachers are expected to teach their classes in the clubhouse or around the clubhouse in the designated time slot according to the schedule.
- Teachers are expected to respect the building and DM.
- Teachers are expected to communicate any concerns or questions to the DM that might come up. Texting and email is the way to reach the DM. However, the DM is willing to meet in-person if that is the desired form of communication.
- Communication is key! Please express thoughts and feelings on matters that you feel so included to bring up to the DM. The DM is here to help how they can.
- Direct/ refer people to Maddy who come into the building looking for her

Maddy Cell: 831-254-4531

Expectations from DM

- The DM is NOT responsible for the success of your class. The DM is willing to chat about ideas that might come up.
- The DM can cancel your class at any time for no explanation at all.
- The DM is open to discussing any questions or concerns that come up. However the DM is NOT in charge of controlling the climate or other factors that may impact your class in other ways. There is only so much help they can give before it can become excessive.

If any questions/ideas come up after reading this please reach out! Email: laselvarec@gmail.com

Mandatory Teacher Signature for Agreement with this list_____