



23 Buell Street, P.O. Box 100, Brockville, Ontario K6V 5T7
 Phone: 613-342-3936 • Fax: 613-342-9598 • www.brockvillelibrary.ca

Program Instructor Agreement

PROGRAM INFORMATION	
Program Title:	
Instructor:	
Location:	
Course Start Date:	
Course End Date:	
Course Schedule:	Mon: Tues: Wed: Thurs: Fri: Sat:
Number of Weeks:	Total Number of Weeks: Total Number of Hours:
Remuneration:	Total =
Minimum Number of Participants:	/ class
INSTRUCTOR DETAILS	
Name:	
Address:	
Cell #:	Home: Emergency Contact:
E-Mail or Fax:	
Other Comments:	



TERMS

1. Brockville Public Library (BPL) will provide all administrative duties pertaining to the program; registration, booking of facility, refunds, advertising etc.
2. BPL retains the right to cancel any session where there are insufficient numbers to operate the program.
3. The instructor will be responsible for directing an individual, who participates in the program but has not yet registered, to register before the beginning of the second class.
4. BPL has the right to cancel a class due to a special event and will provide necessary notice to the instructor and participants when doing so. Every attempt will be made to make up the class.
5. The instructor will be given an attendance sheet that is to be filled out and handed back in at the end of each session to the Community Development Coordinator.
6. The instructor will provide one day's notice to the Community Development Coordinator if they are unable to make a scheduled class.
7. During the period that the program is operating, the instructor will represent BPL in a professional manner
8. Instructors agree to release, save harmless and indemnify BPL or its agents from any and all claims as a result of bodily injury or death to any persons as a result of negligence by the instructor.

Signature BPL Coordinator

Signature Instructor
