

## **Ask the Practitioner Instructor Agreement (application)**

Today's Date:

**Facilitator Name:**

**Contact information:**

Phone:

Mobile:

Fax:

Email:

**Organization Affiliation:**

**Date:**

**Time:**

**Course Topic:**

**Course Name:**

**Description:**

**Participant Requirements:**

**Itinerary:**

**Setup Requirements:**

\* For our reference and educational purposes please provide a copy of all presentation materials when submitting this agreement.

Below are the guidelines for making a presentation in Sevananda's Education Room. Please read them over carefully and initial to show agreement. If you have any questions about this form, please feel free to Asata Reid, Education Coordinator, at (404) 681-2831, ext. 116, or [journeytowellness@sevananda.coop](mailto:journeytowellness@sevananda.coop); or Class Facilitator [carolynr@sevananda.coop](mailto:carolynr@sevananda.coop).

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### **Room Use Guidelines and Setup:**

The Education Room is equipped with a dry erase board and can be set up in advance by the instructor to their own specifications to include chairs, tables, TV/VCR, and an Easel pad with markers.

- 1) At the conclusion of the event the presenter and attendees must remove trash and left over function materials. Presenter will pay the cost of repair for any damage incurred as a result of the presentation or activities performed by attendees.
- 2) Sevananda is not responsible for a group or individual's equipment, supplies, materials, or other items that may be used in the room. We do have a lost and found you can check if you do lose something.
- 3) As this space is provided free of charge, permission to hold an event in Sevananda's meeting space does not in any way constitute an endorsement of the group's policies, beliefs or recommendations. Any claim or promotion to this effect is in direct violation of this policy and will result in the loss of future meeting privileges and possible legal action.
- 4) Instructors may do no diagnosing or prescribing. Our policy as posted in the education room is as follows: "Sevananda Community-Owned Natural Foods Market policy is that class presenters and employees should do no diagnosing or prescribing. Opinions expressed in this classroom are intended for educational purposes only, and do not necessarily represent the Co-op. If you are experiencing health difficulties, it is recommended that you consult with your physician or a certified healthcare professional before taking any herbs, supplements, or vitamins."
- 5) Neither the name nor the address of Sevananda may be used as the official address or headquarters for an organization.
- 6) Sevananda reserves the right to refuse the right to the meeting room to any person or organization for any reason deemed conflicting.
- 7) Sevananda reserves the right to require any presenter to be covered by their own liability insurance, and to show proof of it upon request.

### **Insurance Restrictions:**

As stated above, Sevananda's insurance policy does not allow for any prescribing or diagnosing to be performed by either staff or guest instructors. Staff or guest instructors may not make *any* individual prescriptions under *any* circumstances while present in the store. Failure to accede to this request will result in the loss of teaching privileges indefinitely.

As a result, all lectures, classes, and demonstrations presented at Sevananda are to be done for educational purposes only and not for the purpose of curing any individual's or group's maladies.

Sevananda's insurance policy also does not cover high-impact physical activity of any form or function. Low impact activities such as stretching or meditation may be allowed at Sevananda's discretion.

### **\*\*\*Non-Advertisement:**

As an educational presenter using Sevananda's meeting facilities you agree not to endorse a particular product or service with the intent to drive sales or otherwise. All educational events must focus on the act of teaching the audience about a particular subject and may not offer a particular product or service for sale on the Sevananda property. Contact information and a brochure may be provided to attendees to conduct business at an offsite location. The Education Coordinators must approve all promotional materials and discussion points.

### **Class Promotion and Newsletter Articles:**

Classes will be advertised in *Co-Options*, Sevananda's newsletter and on Sevananda's website. The Course listings will appear in the calendar for at least one month, and for as many as three months if the instructor desires. Classes will also have in-store signage posted at the Customer Service desk, and around the store for staff and customers to see.\*

If the instructor wishes to write an article or blurb about their class or the general topic addressed in their class, it can be run in the newsletter as well. The article can be run up to a month prior to the class if the deadline is met. All articles are due on the 10<sup>th</sup> of the month preceding the newsletter's publication (i.e. January 10<sup>th</sup> for the February newsletter). Any additional advertising will be up to the instructor.

### **Fees and charges:**

Presenters may not charge attendees for educational events except at Sevananda's discretion.

**Class Minimums, Capacity and Cancellations:**

\*Instructor is expected to conduct lecture as long as there is 1 attendee present at the time allotted.

Instructor is expected to conduct lecture as long as there are 3 attendees' signed up 24 hours prior to instruction time.

The maximum number of attendees as determined by instructor is **30** persons.

In the event a class does not make its minimum, Sevananda reserves the right to cancel the class.

Any class cancellations initiated by the instructor due to schedule conflicts or any other reason must be done 2 weeks in advance.

Failure to conduct classes under the above conditions and at the specified date and time will result in the loss of future meeting privileges. A warning will be issued upon first violation; any repeated violations within 1 year will result in instructor suspension for a 1-year period.

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Health and Education Coordinator

\_\_\_\_\_  
Date