



## MAYOR AND CITY COUNCIL OF LAUREL DEPARTMENT OF PARKS AND RECREATION

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<http://www.cityoflaurel.org> • email – [parks@laurel.md.us](mailto:parks@laurel.md.us)

### New Program Overview

The City of Laurel Department of Parks offers a variety of recreational programs for youth, adults, and seniors at different department facilities, both indoors and outdoors throughout the year. These programs are available to people of all ages and demographics to seek recreational and leisure opportunities to provide a greater quality of life.

As the Department of Parks and Recreation continually grows, we are seeking contracted instructors to offer classes, workshops, clinics, etc. that align with our goal to offer inclusive recreation opportunities and foster the engagement between our community and natural surroundings.

Contractors will be responsible for the development and instruction of classes that may range anywhere from fitness classes, sports clinics, language lessons, and so forth. Classes may be held online or in-person indoors or outdoors. Location and schedule will be determined by the Department based on facility availability and the nature of the program.

### Compensation & Fees

Contractors will receive compensation after the completion of the program session. The cost of the program will be determined by the Contractor and approved by the Department before classes will be open for registration. There must be a resident and non-resident rate, with the resident rate of the program being at least \$5.00 less than the non-resident rate. Resident rates are available to City of Laurel residents, who reside within the municipality of Laurel and therefore pay additional City taxes. The registration and fees will be collected upfront by the Department of Parks and Recreation. After the completion of each session, the Contractor will notify the Department that the class has completed and request an Invoice Report that will be used by the Contractor to invoice the department for the amount due. There is a 70/30 split of the total fees collected, 70 percent going to the Contractor and 30 percent to be kept by the Department for the use and maintenance of facilities and registration.

### Registration

Registration for classes is available in-person at both the Robert J. DiPietro Community Center and Laurel Amory Anderson & Murphy Community Center during operating hours. Registration is also available online at [www.CityofLaurel.org/parks](http://www.CityofLaurel.org/parks). Participants who are

City of Laurel residents must show proof of residency in-person at one of the above-mentioned community centers before their account may be approved. For detailed information on how to register for classes, please visit our website or review our seasonal brochure.

### **New Program Outline**

1. Complete the Request for New Program Form and submit it to [dstpeter@laurel.md.us](mailto:dstpeter@laurel.md.us) . After your proposal has been reviewed, the Recreation Program Specialist will contact you with specific questions regarding your program and space availability to schedule your class.
  - Your class will be added to the registration site tentatively until the Contractor has reviewed the class details, confirmed the posted information is correct, and has submitted all required documentation.
2. Complete/provide the required documentation:
  - Contract for Services
  - Family Account Information
  - Instructor Staff List
  - W-9
  - Certificate of Insurance
    - Instructors will be required to be insured and to present a current Certificate of Insurance naming the” Mayor & City Council of Laurel” as additionally insured.
  - ACH Payment Authorization
3. Background Screening
  - All Contractors, instructors, and volunteers who directly work with the participants registered must submit an online background screening through the National Center for Safety Initiatives (NCSI) prior to the start of the program (see attachment for information on background screenings).
4. Once your class has been opened for registration, participants may begin registering for your program.
  - It is the responsibility of the Contractor to advertise their program and check on the status of their registration. Classes may be cancelled or postponed if the minimum required number of participants is not reached before the first meeting date.
  - You can check the number the participants registered by viewing the number of spaces available online, by calling our community center(s), or by emailing the Recreation Program Specialist.

5. Contractors MUST request a class roster by emailing the Recreation Program Specialist at least 2 days prior to the first meeting date. It is imperative that Contractors request a class roster in order to take attendance for each class and to contact registered participants regarding any class cancellations or updates.
  - It is the responsibility of the Contractor to contact registered participants for any class cancellations.
  - An effort to reschedule the class will be made before pro-rated refunds will be processed to participants.
6. On your first meeting date, Contractors will take attendance before beginning the class and confirm all participants in attendance have paid and registered for the session.
  - Contractors are responsible for the sole set-up and breakdown of the class and for supplying any necessary class materials unless otherwise agreed upon in writing prior to the start of the offering.
7. After the completion of each session, the Contractor will notify the Department that the class has finished and request an Invoice Report that will be used by the Contractor to invoice the department for the amount due.
  - Your invoice will be sent to the Department of Budget Services and Personnel (BAPS) for processing. Payment generally takes 5-10 business days to be received and electronic funds will be available on the Friday or Saturday after BAPS has received your invoice.
  - If you have not received payment after 10 business days of submitting your invoice, please contact the Recreation Program Specialist.

Additional Notes:

- The Contractor will be responsible for efficient setup, cleanup, and instruction in a manner that ensures the safety and wellbeing of the participants.
- The Contractor shall provide evidence of required certifications and keep such certifications up to date during the term of the agreement.
- Drop-in payment options for programs may only be offered after successful completion of the program session. Classes must also have at least 5 participants registered to offer a drop-in option. It is the responsibility of the Contractor to ensure participants are paying the drop-in fee before attending each class.