

Hours of Operation:

Tuesday – Friday

10 AM – 4 PM

Phone: (228) 875-6732

Email: themaryc@oceansprings-ms.gov

1600 Government St.

www.themaryc.art

Proposed Semester: \_\_\_\_\_

Summer: May 1st - August 31st

Fall: September 1st - November 30th

Winter: December 1st - February 28th

Spring: March 1st - April 30th



## PROGRAM APPLICATION

*This form's purpose is to gather general information about the proposed programming.*

*A representative from the Mary C. will follow up to work out further details.*

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

*\*For instructors to be paid sooner, we have cut off registration for classes one week before the class starts. If the time of receiving your payment is not an issue, you have the option to continue your registration past the one week cut-off.*

**Would you like for your class registration to cut off one week before the class starts?**

\_\_\_\_\_ YES \_\_\_\_\_ NO (If you marked no, please note how many days before the start of class that you would like for registration to end. \_\_\_\_\_ days before class starts.)

• Name of program: \_\_\_\_\_

• Brief description of program:

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• Is the program a repeating class for repeating participants (i.e. a 6 week class that meets once a week with the same participants each week)? **YES / NO**

○ If so, how long does the program run?

\_\_\_\_\_/days, \_\_\_\_\_/weeks, \_\_\_\_\_/months

- If so, how often does the class meet? (i.e. once every week, twice a month, etc.)

\_\_\_\_\_

- Duration of each session (i.e. 2 hours): \_\_\_\_\_
- Number of sessions willing to teach (i.e. 2 classes): \_\_\_\_\_
- Number of participants per program:  
min \_\_\_\_\_ max \_\_\_\_\_ age group(s): \_\_\_\_\_

*\*if the class occupancy is more than 30 people, then insurance is required\**

- Type of room needed for class (classroom, outdoor space, kitchen, theater, etc.):

\_\_\_\_\_

- If more than one room is required, please state your reason.

\_\_\_\_\_

- Any special requirements for class? (i.e. projectors, microphones, etc.)

\_\_\_\_\_

\_\_\_\_\_

*\*The instructor is responsible for table and chair set-up.*

- Table & Chair Accommodation:
  - amount of tables \_\_\_\_\_ amount of chairs \_\_\_\_\_
- Proposed cost per participants: \$\_\_\_\_\_ materials included in participant fee?

**YES / NO**

- If material fee is not included in participant fee, what is material fee? \$\_\_\_\_\_
- If the Mary C were to hire you for an event, what is your hourly rate (not applicable to all)?  
\$\_\_\_\_\_/hr

*Standard split of profits: 25% Mary C / 75% Instructor*

**MCOK USE:**

Arts & Culture Coordinator Signature: \_\_\_\_\_