

2025



TOWN OF DANVILLE
Recreation, Arts &
Community Services

Contract Instructor Handbook

Independent Contractor

An independent contractor creates their own curriculum, provides their own supplies, and staffs their activity entirely on their own. In addition, they set their own hours and budget, and are entirely responsible for submitting an invoice to receive payment. Independent contractors offer a general service to the public which is outside the usual course of the Town's business as conducted by its own employees and are required to abide by the terms of their contract with the agency for which they are providing the service.

Parks
Make
Life
Better!

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The information in this booklet is intended for current and potential instructors. Please use this booklet as a reference and resource for teaching a class for the Town of Danville’s Recreation, Arts & Community Services.

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The general process for proposing and offering a class is as follows. Refer to the Glossary in Appendix for more information.

- **New Contract Instructor Application and Course Proposal:** Prospective instructor submits application and course proposal to the Town for review no later than the published deadline. A course proposal schedule will be sent out by Town of Danville staff-Also see Appendix A. Instructor must also provide a course outline, sample materials, information about organization, etc., for review. Course proposals can be sent using the form in Appendix E or online at <https://www.danville.ca.gov/362/Prospective-Instructors>
- **Interview and Reference Checks:** Qualified instructor candidates will be invited to interview. Town policies, procedures, and expectations will be reviewed and discussed. A Program Coordinator/Supervisor will contact instructor references.
- **Contract and Purchase Order:** Upon mutual agreement with the instructor candidate, the Town completes a contract with all of the required signatures (Instructor, Town Staff, and City Attorney). The contract will not exceed one year in length and will always terminate on the last day of the Town's fiscal year, June 30.

The contract is submitted to the Finance Department by a Program Coordinator/Supervisor with Purchase Requisition to establish an open Purchase Order. No instructors may teach without a signed contract and open Purchase Order on file. For returning instructors, new contracts and Purchase Requisitions will generally be completed by mid-June of the current fiscal year for the upcoming fiscal year. The Town has moved to a digital signature process using DocuSign, please contact a Program Coordinator/Supervisor for more information.

- **Fingerprinting & Tuberculosis Testing:** All instructors must be fingerprinted and provide proof of a negative TB Test taken within the last four years. For organizations, an affidavit can be submitted stating that these records are up to date. Contact your Program Coordinator/Supervisor if there are any concerns or issues with obtaining these tests.
- **Mandated Reporting:** Independent contractors are considered mandated reporters by law under the "Child Abuse and Neglect Reporting Law." All instructors must report reasonable suspicions to children and family services or the Danville Police Department as soon as reasonably possible. For instructors who are working with seniors, it's not mandatory to report, but you are encouraged to report it to Contra Costa County Adult Protective Services.
- **Business License:** All documents pertaining to business licenses need to be submitted to the Town each year. For more information regarding the Business license policy, including fees and exemptions, see page 9-13.
- **Insurance:** All contract instructors are required to provide \$1M liability insurance (except if only conducting online classes.). Instructors teaching on sports fields or at gymnasiums must have a minimum of \$2M. A copy of the certificate, or payment for insurances purchased through the Town, are due to a Program Coordinator/Supervisor by the published deadline, or class(es) may be cancelled.
- **Monitor enrollment:** Seven (7) days minimum, prior to scheduled class, the instructor logs into ActiveNet to check enrollment and to determine whether class will be cancelled. If the instructor is unable to log into ActiveNet, they should contact their Coordinator/Supervisor seven days prior to the start of class to inquire about their enrollment. The Town prefers to give registrants one week notice of class cancellations. For new class offerings, it is sometimes advisable to offer the class despite low enrollment in order to build the class's reputation. The Town of Danville reserves the right to cancel a class at any time.
- **Request rosters and attendance sheets:** Prior to class, instructors have two options for obtaining their rosters and attendance sheets. The first option is to log on to your ActiveNet account and manually select class rosters. The second option is to set up automated roster e-mails that will deliver roster 48 hours prior to the start of class. Under no circumstances will Town of Danville staff print rosters. Should you need help with either option, please contact your Coordinator/Supervisor.
- **Attendance sheets:** Instructors must have all participants, or if applicable, the parents/guardians, sign in and out at every class. Teens ages 11 and up can sign themselves in and out of class only if permission has been given by the parent. See the custom questions on the roster for reference. The attendance sheets must be turned in with the instructors' invoices.
- **Class observation:** The Town reserves the right to observe classes periodically. Instructors can contact a Program Coordinator/Supervisor for specific feedback on a class.
- **Invoice:** Following the completion of their class/program, the instructor submits an invoice to the Town. Please submit invoice within two weeks of the class ending. A Program Coordinator/Supervisor will not create invoices for instructors.
- **Payment Schedule:** The Coordinator checks the submitted invoice against the most current roster. Coordinator will make any adjustments and input the invoice into the Town's financial management program. Pending the approval process, the Finance Department will generate the payment according to the published schedule on Appendix D.

Appendix A

Contract Instructor Checklist

Submitting a Proposal

- New Contract Instructor Application
- Course Proposal(s) due by published deadline
- Interview with Program Coordinator/Supervisor (New Instructors)
- Reference checks (New Instructors)

Before Your Class Begins

- Contract and Purchase Order
- Provide copy of insurance or submit check to the Town if purchasing insurance.
- The completion of negative T.B. test, LiveScan and confirmation of Danville's mandated reporter policy for each instructor or an affidavit for the instructors employees are required.
- Business License (see Glossary for detailed requirements)
- Get approval from the Town for additional marketing collateral.
- Check enrollment 7 days prior to class start date.
- Print roster and attendance sheet from ActiveNet.

Conducting Your Class

What to bring with you:

- All supplies (These will need to be brought in each class. The Town will not store supplies.)
- Class Roster and Attendance Sheet. Expanded roster with "custom questions" required for all courses for ages 18 and under.
- Accident Form
- Recreation, Arts & Community Services Contact List

After Your Class is Complete

Please submit the following documentation to a Program Coordinator/Supervisor upon completion of your class:

- Attendance Sheets signed by all participants.
- Invoice with original signature (Appendix C)

Appendix B



TOWN OF DANVILLE
 500 La Gonda Way, Danville, CA 94526
GENERAL INCIDENT/INJURY REPORT FORM

Day / Date of Incident:		Day: / /		Time:	
Name of person involved in incident:					
Address: G				Phone #	
Location of Incident Facility:			Area:		
Incident occurred (circle one)		(a) During a Town program		(b) Other (describe):	
Description of Incident:					
How the person involved was cared for?					
By whom?					
Was First Aid rendered?					
If so, by whom?					
Was injured person transported by ambulance?			Taken to Hospital - Name:		
Injured person taken home by:				Phone Number:	
Was there a vehicle involved in the incident?				Town Vehicle involved?	
Vehicle Make:		Year: N/A	Model & Color: N/A		Vehicle License #:
Driver's name:				Driver's License #:	
Witnesses: Name/Address:				Phone #	
Name/ Address: N/A				Phone #	
Name/ Address: N/A				Phone #	
Town representative(s) present:					
What action was taken? By whom?					
Signature of staff filing report:				Date:	
Review by Supervisor:				Date:	
Town Attorney:				Date:	

NOTE: This form is not for Workers' Compensation and is to be used for incidents involving the general public, or persons not employed by the Town of Danville.

Routing:

Town Attorney

Appendix C



CONTRACT INSTRUCTOR INVOICE/REQUEST FOR PAYMENT

RECREATION, ARTS & COMMUNITY SERVICES



To: Town of Danville
From: Instructor Name/Business: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

COURSE INFORMATION

Class Title: _____ Barcode: _____
 Class Start Date: _____ Class End Date: _____ Class Times: _____

PARTICIPANT ATTENDANCE	
Number of Participants Registered:	
— Number of No-Shows/Cancelled Registrants:	
= Actual Number in Attendance:	
BILLING INFORMATION	
Resident Class Fee per Attendee:	
x (% paid to Instructor):	
= Class Fee per Attendee Owed to Instructor:	
x Actual Number in Attendance:	
= Class Fees Owed to Instructor:	
+ Other Fees Owed to Instructor:	
= Total Fees Owed to Instructor:	

Instructor Signature (original): _____

Instructor PO#: _____ Date: _____

FOR TOWN USE ONLY		
<input type="checkbox"/> Attendance Sheets Received	<input type="checkbox"/> Course Evaluations Received	<input type="checkbox"/> Course Rosters Verified

Appendix D

Payment Schedule and Terms

We appreciate doing business with your company and understand the importance of timely invoice payment. State law requires that the Danville Town Council authorize payment of the Town's financial obligations. To meet this requirement, all payments are listed on a Register of Audited Demands and approved at a Town Council meeting prior to payment. The attached schedule is provided to ensure that there will be no delay in bringing your invoice before the Town Council. Checks for payment of invoices listed on the Register of Audited Demands will be available by 3:00 p.m. the day following the Town Council meeting. Occasionally, the Town Council may reschedule a meeting, which will cause a short delay in the payment process. Also note that there is only one scheduled Council meeting in January, August and December 2025.

If you have questions regarding the payment process, please call Leslie Eddy at (925) 314-3359 or Lani Ha at (925) 314-3358. Town Offices will be closed for the mandatory annual holiday furlough beginning Wednesday, December 24, 2025 and will reopen Monday, January 5, 2026. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday and Friday from 8:00 a.m. to 1:00 p.m. Thank you for your valuable service to the Town.

<i>Deadline for Vendor to submit invoice to Town:</i>	<i>Council Meeting:</i>	<i>Payment Date:</i>
12/10/2024*	1/14/2025	1/15/2025
1/7/2025	2/4/2025	2/5/2025
1/21/2025	2/18/2025	2/19/2025
2/4/2025	3/4/2025	3/5/2025
2/18/2025	3/18/2025	3/19/2025
3/4/2025	4/1/2025	4/2/2025
3/18/2025	4/15/2025	4/16/2025
4/8/2025	5/6/2025	5/7/2025
4/22/2025	5/20/2025	5/21/2025
5/6/2025	6/3/2025	6/4/2025
5/20/2025	6/17/2025	6/18/2025
6/3/2025	7/1/2025	7/2/2025
6/17/2025	7/15/2025	7/16/2025
7/15/2025	8/12/2025	8/13/2025
8/5/2025	9/2/2025	9/3/2025
8/19/2025	9/16/2025	9/17/2025
9/9/2025	10/7/2025	10/8/2025
9/23/2025	10/21/2025	10/22/2025
10/7/2025	11/4/2025	11/5/2025
10/21/2025	11/18/2025	11/19/2025
11/18/2025	12/16/2025	12/17/2025

*Date change from regular schedule.

Appendix E



COURSE PROPOSAL FOR RECREATION CLASSES

RECREATION SERVICES



Brochure Edition: Winter Spring Summer Fall Brochure Year: _____

Instructions:

1. Complete one section for *EACH* class you propose to offer.
2. Be sure to indicate new or revised information where noted.
3. Course proposals will be edited to 25-50 words maximum, including special instructions.
4. Save this document and return via email to your Coordinator, or print and return to:
Danville Community Center, 420 Front Street, Danville, CA 94526
5. Helpful hint: Save this document to update easily for future sessions.

Instructor Name: _____

Organization (if applicable): _____

Complete the following only if new or revised information:

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Course Title: _____

Course Description (25 words or less): Existing description New description Revised description

Special instructions to participants/prerequisites (25 words or less): Existing/same New Revised

Start Date: _____ End Date: _____ Start Time: _____ End Time: _____

No. of Class Meetings: _____ Day(s) of the Week: _____

No class(es) on: _____ Make-up class(es) on: _____

Facility Requested: (Abbreviations: DCC = Danville Community Center, DVMS = Diablo Vista Middle School, HMKP = Map Magee Ranch Park, LCMS = Los Cerritos Middle School, MVHS = Monte Vista High School, OMP = Oak Hill Park Community Center, SKVHS = San Ramon Valley High School, VMB = Veterans Memorial Building)

Choice 1: --- Select One --- Choice 2: --- Select One ---

Facility set-up instructions (be specific): _____

Resident fee (instructor receives 60%): \$ _____ Add'l materials fee (justified with receipts): \$ _____

Class Size (# of students): Minimum: _____ Maximum: _____

Participant Ages: Minimum: _____ Months Years Maximum: _____ Months Years

TOWN OF DANVILLE • DANVILLE COMMUNITY CENTER • 420 FRONT STREET • DANVILLE, CA 94526-1740
925.314.3400 PHONE • 925.820.2782 FAX • WWW.DANVILLE.CA.GOV

000-7004-0514

Appendix F

Recreation, Arts, and Community Services Contact List

Main Office: Danville Community Center, 420 Front Street

Business hours: Monday-Thursday, 8:00 am - 5:00 pm

Friday, 8:00 am – 1:00 pm

Phone: (925) 314-3400 • Fax: (925) 820-2782

Staff Office Location/Mailing address:

Danville Community Center, 420 Front Street, Danville, CA 94526

Danville Community Center General Line	314-3400
Stacey Kenison – Administrative Assistant	314-3456
Lindsay Rowan – Program Supervisor, Youth/Teens	314-3403
Martin Champion – Program Coordinator, Youth/Teens	314-3402
Sydney Turner – Program Coordinator, Youth/Teens	314-3404

Village Theatre & Art Gallery, 233 Front Street, Danville, CA 94526

Note: This office is not open to the general public. Please call to make an appointment.

Jessica Wallner – Recreation Superintendent	314-3426
Ian Murdock – Program Supervisor, Sports, Aquatics & Facilities	314-3406
Mellissa Church – Administrative Assistant, Sports & Facilities	314-3459
Megan Eddings - Program Coordinator, Marketing & Visual Arts	314-3423
John Dunn – Program Coordinator, Performing Arts	314-3418
Lillian O'Keefe – Program Coordinator, Aquatics & Facilities	314-3422

Veterans Memorial Building & Senior Center, 115 E. Prospect Ave., Danville, CA 94526

Senior Services	314-3430
Tim McGrath – Program Supervisor, Adults & Seniors	314-3431
Gail Massagli – Program Coordinator, Adults & Seniors	314-3432

Oak Hill Park Community Center, 3005 Stone Valley Rd., Danville, CA 94526

Mailing address: Danville Community Center, 420 Front Street, Danville, CA 94526

Note: This office is not open to the general public. Please call to make an appointment.

Town Offices, 500 La Gonda Way., Danville, CA 94526

Henry Perezalonso – Recreation, Arts & Community Services Director	314-3454
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Facilities

General Line	314-3405
Richard Hunter – Facilities Attendant *	727-2788 cell
Andy Overmoe – Facilities Attendant *	922-4552 cell

** Note: Facility Attendants should be contacted to unlock or lock facilities and for set-ups and breakdowns. Richard Hunter works mornings (Monday-Friday) and Andy Overmoe works evenings (Tuesday-Saturday).*

Appendix G



BUSINESS LICENSE FORM

FINANCE



DANVILLE Businesses: Please complete entire form. All Others: Please fill-out all highlighted fields.

Please check: New Application Change of Owner Change of Address
 Change of Business Name Renew License# Closeout License#

DBA Name: _____ Start Date: _____

Business Name: _____ State Contractor's License: _____

*Email: _____ Description of Business: _____

*Electronic licenses will be sent to email addresses on file when processed, Only Town of Danville storefront businesses will receive a hard copy of the license.)

Ownership Type: Corporation LLC Partnership Sole Proprietorship Trust Other: _____

Business Location (Not a PO Box)

Business Website: _____ Business Phone: _____

- Is this a Home Business? No Yes If yes, you must attach completed Home Occupancy Application form. (www.danville.ca.gov/HomeOccupancyApplication)
- Is this a Sidewalk Vending Business? No Yes If yes, you must attach completed Sidewalk Vending Application form. (<https://www.danville.ca.gov/SidewalkVendingApplication>)

Mailing Address _____

1st Business Owner Name _____ Phone _____

Home Address _____ Email _____

2nd Business Owner Name _____ Phone _____

Home Address _____ Email _____

Business Location: Rented Owned If rental, please provide property owner contact information.

Property Owner Name _____

Property Owner Address & Phone _____

Business License Fee Calculation (* refer to Fee Schedule on back)

Flat Fee per Business*	\$	
State Mandated Fee AB1379 Required for processing	\$	4.00
DANVILLE LOCATIONS ONLY: # of FTE Employees ____ x \$ ____ *	\$	1.00
Other Fees	\$	
TOTAL DUE:	\$	0

Will Tobacco Products be sold? No Yes
If yes, please refer to back for more information.

Does business have hazardous materials on site?
 No Yes

Are you a business that is a regulated industry with storm water discharge requirements?
 If Yes; SIC# _____
 NPDES Permit # _____

For Office Use Only

Date _____ Initials _____

Approved Denied

Check # _____
 Amount \$ _____
 Zoning _____
 Land Use _____

Please make checks payable to **Town of Danville** and submit to:
 Town of Danville, Attn: Business Licenses, 510 La Gonda Way, Danville, CA 94526.

Please read before signing. I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, and any other permits required by law have been or will be secured prior to commencement of business activity which is the subject of this application. Privacy disclaimer: The City shall use the information you provide on this form for its own internal purposes. However, please be aware that any information provided may be subject to disclosure under the Public Records Act (PRA) (See Government code §§6250et seq.)

Authorized Signature _____ **Print Name** _____ **Date** _____

Appendix H



APPLICATION FOR EXEMPTION FROM DANVILLE'S BUSINESS LICENSE FEE

FINANCE



FISCAL YEAR _____

Application Date: _____

Business License #: _____

Business Name: _____

Owner's Name: _____

Business Address: _____

City/State/Zip: _____

Email: _____

Pursuant to the Town's Business License Ordinance (Danville Municipal Code Chapter 3-6), any business making over \$10,000 in revenue in a fiscal year (July 1-June 30) from business conducted in the Town of Danville must pay for a business license. This includes revenues earned in Danville from all sources. Any business making less than \$10,000 must obtain a license but is exempt from the fee. _____ (Initial)

I, _____, am requesting exemption from the Town of Danville's Business License fee, based on Section 3-6.4 d of the Danville Municipal Code because I do not anticipate earning more than \$10,000 in revenue in the coming fiscal year. I further acknowledge that should I in fact earn over \$10,000 during the fiscal year, I shall pay the applicable business license fee at that time. I am the owner of the above business and declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

<i>For Official Use Only</i>			
Current Status:	_____ New Business/Instructor	_____ Previous FY Year Exemption	_____ Previous FY Year Business License renewal
BL Application on File:	_____ Yes	_____ No (App Attached)	Business License Number _____
Reviewed By (initials):	_____ Department Representative	_____ Department Head	_____ Finance Department

Appendix I



BUSINESS LICENSE FEE SCHEDULE

FINANCE



FEES

ALL CLASSES- AB1379 FLAT FEE \$4/YR. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx, the Department of Rehabilitation at www.rehab.cahwnet.gov, and the California Commission on Disability Access at www.cdda.ca.gov.

CLASS A- All businesses not defined as amusements, itinerant businesses, or annual marketplace. **FLAT FEE OF \$100/YR. *FOR DANVILLE LOCATIONS ONLY, ADD \$10/FULL-TIME EMPLOYEE (FTE) OR FULL-TIME EQUIVALENT.** (For part-time employees, count as 1 full-time equivalent for every 35 hours worked per week and round to the nearest whole number). The business license period is from July 1st to June 30th annually. New businesses are pro-rated as follows: Q1: Jul-Sep \$100/\$10 FTE, Q2: Oct-Dec \$75/\$7.50 FTE, Q3: Jan-Mar \$50/\$5 FTE, and Q4: Apr-Jun \$25/\$2.50 FTE.

CLASS B- AMUSEMENTS & ITINERANT BUSINESSES. **FLAT FEE OF \$100/DAY.**

CLASS C- ANNUAL MARKETPLACE. **FLAT FEE OF \$150 PER ORGANIZER, PROMOTER, OR SPONSOR.**

CLASS C1- STREET FAIRS. **FLAT FEE OF \$150 PER EVENT.**

OTHER- TRANSFER OF LICENSE OR DUPLICATE LICENSE. **FLAT FEE OF \$25.**

LATE FEES- Danville and Home-based business renewal fees are due by July 1st and are subject to a 25% penalty on August 1st, and if not paid, beginning September 1st additional 1.5% interest will be due. If not paid by October 1 the account is sent to collections with 1.5% interest accruing monthly until paid in full.

EXEMPTIONS

ONE OR MORE OF THE FOLLOWING CRITERIA MUST BE MET

1. Non-profit organizations as defined in Section 501(1), (2), or (3) of the Internal Revenue code. Requires IRS or State letter granting exempt status to be submitted.
2. Businesses with annual gross receipts under \$10,000/yr. New businesses must apply for a license for their first year of business. If gross receipts are under \$10,000 in the first year, they may request a refund by submitting federal tax return forms by August 15th following the end of the license year. Requires Schedule C or appropriate federal tax forms to be submitted.
3. Businesses exempt from local taxation by virtue of the constitution or applicable statutes of the United States or State of California. No forms required.
4. Businesses conducting any entertainment, concert, exhibition, or lecture on scientific, historical, literary, or charitable subjects within the Town whenever all the gross receipts of any such entertainment, concert, exhibition or lecture are to be appropriated to any church or school or to any charitable purpose within the Town. No forms required.
5. Businesses which rent or lease no more than four residential dwelling units to others. No forms required.

*BUSINESS LICENSE CERTIFICATES

Only physical storefronts or commercial buildings inside the Town will receive a paper license to the mailing address within 3 weeks of approval. Home-based and out-of-town businesses will receive an electronic copy of their business license to the email address on file.

BUSINESS OWNER RESPONSIBILITIES

- Business owners are responsible for keeping business licenses current.
- Business owners are responsible for informing the Town their business has closed.

A renewal form will be sent prior to expiration. Failure to receive notices neither relieves the business owner of their responsibility to pay license fees nor does it excuse penalties if payment is late.

TOBACCO RETAILERS LICENSE

Chapter 7-6 of the Danville Municipal code requires all persons or entities selling tobacco products on a retail basis within the Town of Danville to maintain a tobacco retailer's license. There is no cost for the license. Tobacco Retailers are also subject to other regulations regarding signs and display of tobacco products. For further information, please contact the City Attorney's office at (925) 314-3383.

TOWN OF DANVILLE • 510 LA GONDA WAY • DANVILLE, CA 94526-1740 • 925.314.3326 PHONE • 925.838.0797 FAX
BL-INTOWN@DANVILLE.CA.GOV • BL-OUTOFTOWN@DANVILLE.CA.GOV • WWW.DANVILLE.CA.GOV

300-F001-1219



**DISABILITY ACCESS REQUIREMENTS
AND RESOURCES**



**NOTICE TO APPLICANTS FOR BUSINESS LICENSES
AND
COMMERCIAL BUILDING PERMITS:**

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERAL SERVICES,
Division of the State
Architect, CASp Program
www.dgs.ca.gov/dsa
www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services
www.dor.ca.gov
[www.rehab.cahwnet.gov/
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF
GENERAL SERVICES,
California Commission on
Disability Access
www.cdda.ca.gov
[www.cdda.ca.gov/resources-
menu/](http://www.cdda.ca.gov/resources-menu/)

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.

Appendix K

Glossary of Policies and Terms

Accident Reports

If an accident or injury occurs to a class participant or instructor, immediately complete a *General Incident/Injury Report Form* (see Appendix B) and contact your designated Program Coordinator/Supervisor within 24 hours (see *Recreation, Arts & Community Services Contact List*, Appendix E). Complete all sections of the report, and include as much specific information as possible regarding circumstances surrounding the incident/accident, witnesses, etc. If you have any other questions regarding an accident, please call the Town. Only staff or instructors are to complete the accident report form.

Some things to remember when dealing with an accident:

- If serious injury occurs, do not move the injured person more than absolutely necessary.
- If necessary, call for Emergency support.
- For minors under 18 years of age, notify parent or guardian as soon as situation allows. Parent should arrange for necessary transportation and relieve you of further action. Do not transport the injured individual by yourself.
- Stay with injured person until relieved by emergency personnel.
- Notify the Town of the accident as soon as possible.
- An accident form must be filled out the day of the injury and submitted to the Town within 24 hours.

Release of Accident Information: If a serious accident should occur or one for which an accident report is submitted, all instructors are directed to give no information relative to the circumstances surrounding the accident to any person, except identified Town employees. In all cases, a Town representative will release the information when applicable. This procedure is necessary to prevent inaccurate hearsay information and to protect the Town of Danville in case of legal action.

Activity Guide

All classes are listed in the Town's quarterly Activity Guide (mailed to all Danville area and Alamo residents). The Guide is published four times per year and is also available for viewing on the Town website, www.danville.ca.gov.

The brochure edition is either Fall, Winter, Spring, or Summer. General class dates are:

- Fall: Mid-September through mid-December
- Winter: 2nd week of January through mid-March
- Spring: Mid-March through mid-June
- Summer: Mid-June through mid-September

Americans with Disabilities Act (ADA)

The ADA is federal legislation which gives civil rights protection to individuals with disabilities. This act guarantees equal opportunity for individuals with disabilities for employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the Town of Danville to fully abide by the requirements of the ADA and to make accommodations for individuals with vision or hearing impairments or other individuals with disabilities so that they have an equal opportunity to participate. Please advise Town staff if a participant has a disability requiring special accommodations.

Business License

Pursuant to the Town's Business License Ordinance (Danville Municipal Code Chapter 3-6), any business making over \$10,000 in revenue *in a fiscal year (July 1-June 30)* from business conducted in the Town of Danville must pay for a business license. This includes revenues earned in Danville from all sources. Any business making less than \$10,000 must obtain a license but is exempt from the fee. Should the business, in fact, earn over \$10,000 during the fiscal year, the applicable business license fee shall be due at that time, and contract instructor payments may be withheld until license fee is paid.

All documents pertaining to contract instructor Business Licenses need to be submitted to the Town prior to beginning work with the Town. Staff will request from the Contract Instructor the following information (along with a signed contract, proof of insurance and fingerprint/TB results):

New Instructors

1. ***Business License Application*** (Appendix G)
and
2. Associated fees for license if anticipated revenue will exceed \$10,000
or Completed & signed ***Application for Exemption from Danville's Business License Fee*** (Appendix H)

Returning Instructors

1. Proof of Business License renewal (if paid online)
or Renewal form with associated fees if anticipated revenue will exceed \$10,000
or Completed & signed ***Application for Exemption from Danville's Business License Fee*** (Appendix H)

CDC (Centers for Disease Control and Prevention) Guidelines

The CDC is a U.S. Federal government agency whose mission is to protect public health by preventing and controlling disease, injury and disability. The Town of Danville will follow guidelines put out by the CDC and Contra Costa Health Department. Please contact designated Program Coordinator/Supervisor for the most up to date health orders and guidelines.

Child Abuse, Reporting

The Town's outside contractors are considered to be Mandated Reporters under the "California Abuse and Neglect Reporting Law." This means that the Independent Contract Instructors must report any "reasonable suspicion" of child abuse or neglect, based on information obtained in his or her professional capacity or within the scope of his or her contract or service. A report must be filed with the Danville Police Department or Contra Costa County Child and Family Services Bureau. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. Whenever a mandated reporter reasonably suspects a child has been the victim of child abuse or neglect, the mandated reporter must IMMEDIATELY or as soon as practicable make a telephone call to the DANVILLE POLICE DEPARTMENT at (925) 820-2144 or CONTRA COSTA COUNTY CHILD AND FAMILY SERVICES BUREAU at (877) 881-1116. For instructors who are working with seniors, it's not mandatory to report, but you are encouraged to report it to Contra Costa County Adult Productive Services. Instructors are not required to inform their Coordinator/Supervisor if a report is made, but are encouraged to inform them.

Class Cancellations

Instructors are responsible for requesting rosters and monitoring enrollment for their classes. The Town must be notified seven (7) days in advance of an instructor's intent to cancel a class due to low enrollment. If a class is under the course minimum five (5) days prior to the start date it is subject to cancellation by the Town

Class Dates, Days and Times

As facilities are very limited, it is helpful for you to include any alternate dates, days and times you would like to offer your class. The more flexible you are with days and times, the more likely we will be able to offer your class. Please note that priority may be given to ongoing and returning instructors. Your classroom will be available for use 15 minutes prior to start time unless you request additional time on your proposal.

Class Rosters and Attendance

Prior to class, instructors have two options for obtaining their rosters and attendance sheets. The first option is to log on to your ActiveNet account and manually select class rosters. The second option is to set up automated roster e-mails that will deliver roster 48 hours prior to the start of class. Under no circumstances will Town of Danville staff print rosters. Should you need help with either option, please contact your Coordinator/Supervisor. Instructors must have all participants, or if applicable, the parents/guardians, sign in and out at every class. Completed attendance sheets must be returned to The Town before your invoice can be processed. **Please note that the information you are receiving is**

personal and should never be used for business promotional or marketing purposes. This includes phone numbers, addresses, and e-mail addresses.

Compensation

For your services, you have been contracted to receive a percentage split of the resident rate for programing.

Course Evaluations

Feedback from participants is very important. At the end of each quarter, the Town may e-mail an evaluation to every participant. Instructors can contact their Program Coordinator/Supervisor for specific feedback on a class. The Town reserve the right to check in on any camp or class to observe programing.

Detailed Course Description

Please submit the description you would like printed in the Activity Guide. Please limit this to 25 words, as space in the Guide is extremely limited. If you are unsure of what to write, browse through course descriptions in various guides. The Town reserves the right to edit descriptions. Course proposals can be sent using the form in Appendix E or online at <https://www.danville.ca.gov/362/Prospective-Instructors>

DocuSign

All contracts are signed digitally through DocuSign. Contract names must match on all documents in the contract. This includes DBA's. Documents provided in the Docusign include but not limited to: The Town of Danville Contract, Insurance, Business License, Non-Exempt Application, Non-Exempt Form, and additional Town approved forms.

Emergency Procedures

The need for an emergency evacuation can be for many reasons. These may include fire alarm, earthquake, weather or other hazardous conditions. During an evacuation, Instructors are responsible for the participants in their program. Instructors' responsibilities are as follows:

1. Instructors are expected to ensure the safety and supervision of their participants in the event of an evacuation.
2. Instructors should take roll and have their attendance or class list to record everyone at the beginning of the class and after the evacuation.
3. After an evacuation, Instructors will stay with participants under the age of 18 until they have been released to a parent or guardian.
4. In the event that a parent or guardian does not pick up their participant under the age of 18 after the scheduled class end time, Instructor must stay with the participant or release the participant(s) to Town of Danville Staff or Police Officer.
5. Should an Instructor be injured or need to leave immediately, they must release their participant(s) under the age of 18 to Town of Danville Staff or a Police Officer before leaving.
6. Follow all directions of safety personnel and Town staff.

Equipment Available for Use (no charge to Independent Contractor):

- Whiteboard (must provide own dry erase markers)
- TV/VCR/DVD
- PA with Microphone and Stand
- Tables and Chairs: please clean tables after use or use table covering.

Equipment Not Available for Independent Contractors

Instructors are not allowed to use the Town's copy machines, fax machines, computers or phones at any of the facilities and must bring their own easel paper and markers (for paper and dry erase boards) and laptop projectors.

Facilities

The Town has a variety of locations available for hosting classes. If you are unsure which facility to request, please leave it blank. The Town will select an appropriate facility for you based on facility availability, your class

needs and estimated class size. Facilities are very limited. The Town reserves the right to move a class within an appropriate time frame and with notice.

Town Facilities List

- Danville Community Center: Lounge, Valley Oak Room, Las Trampas Room, Art Room
- Diablo Vista Middle School Community Gymnasium
- Diablo Vista Park: 2 soccer fields, 2 lighted baseball diamonds
- Hap Magee Ranch Park: Cottage, Swain House, Magee House
- Library: Mt. Diablo Room
- Los Cerros Middle School Community Gymnasium
- Monte Vista Community Pool
- Oak Hill Park Community Center: Ballroom, Meeting Rooms A, B, C
- Osage Station Park: 5 soccer fields, 4 baseball diamonds
- Sycamore Valley Park: 5 soccer fields, 6 baseball diamonds, 8 bocce courts
- Teen Centers at Diablo Vista Middle School, Charlotte Wood Middle School, and Los Cerros Middle School
- Town Meeting Hall
- Veterans Memorial Building: Art Room, Conference Room, Meeting Room and Community Hall (which can be split into Room A, B and C)
- Village Theatre and Art Gallery

Facility Set-Up/Take-Down and Assistance

Arrive at least ten (10) but no more than fifteen (15) minutes prior to your class start time, unless otherwise arranged with your Program Coordinator/Supervisor. Please refer to the *Recreation, Arts & Community Services Contact List*, Appendix E, should you need facility assistance on the day of your class. Please **CLEAN-UP** after your class and vacate the facility directly after class to allow set up for the next class or event. The Town does not provide storage for contract instructors' equipment or supplies so make sure to take them with you and wipe down the tables.

Fees

Each instructor sets the resident fee for their class. The Town of Danville imposes a non-resident fee for individuals who do not live within the Town limits which is 20% higher than the resident fee. Once the class has been completed, the instructor invoices the contracted percentage of resident fees and the Town keep the remainder. This remainder covers facility fees, production of the Activity Guide, staff support, registration, bank fees, etc. The instructor does not receive any percentage of the non-resident fee.

Lab Fees/Supplies/Materials

Instructors are responsible for providing all materials and supplies needed for their classes. Instructors may choose to charge a small "Materials fee." This fee needs to be justified with receipts for supplies, and the instructor is permitted to keep 100% of this fee.

Field Moratorium

December 1 until March 1 each year. During this time, no activities can be scheduled on any of the natural turf fields.

Fingerprinting & Tuberculosis Testing

Any Independent Contract Instructor will be required to submit proof verifying a negative Tuberculosis (TB) test has been completed before teaching. No instructor, employee or volunteer shall work with minors unless the proper screening has taken place. All instructors working with youth must be fingerprinted before they can begin teaching a class. Contact The Town to complete the Live Scan process. Organizations with multiple employees can alternately submit an affidavit stating the aforementioned information.

Harassment & Violence in the Workplace

The Town of Danville is committed to providing safe and secure programs without compromising the safety of the public and its Contract Instructors. The Town of Danville does not condone and will not tolerate any form of violence, whether in the form of action or verbal threats, veiled or explicit, including actions or threats.

Because an early intervention maximizes the chances of redirecting the instigator's violent behavior into non-violent modes of expression, any statement made in the presence of any Contract Instructor who is thought to be threatening shall be reported immediately and on a confidential basis to the Police Department.

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment of any Contractor, whether physical or verbal, whether by Management, Supervisors or Program Participants, is unacceptable. Harassment based on any of the protected characteristics is illegal: race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status, and sexual orientation.

Harassment is behavior that is unwelcome and derogatory based on a person's protected class membership. Types of harassment include:

- Verbal Harassment: derogatory comments, jokes, slurs
- Physical Harassment: unwanted physical contact, assault, any interference with normal movement
- Visual Harassment: derogatory posters, cartoons or drawings
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Your responsibilities as a Contract Instructor are:

- Be responsible for your own actions and conduct.
- Take action on any observed harassment taking place in the environment.
- Action may include:
 - If you are being harassed:
 - Clearly tell the person that the behavior is offensive and unwanted.
 - Document instances and details of the situation you think are inappropriate with a Program Coordinator/Supervisor
 - If you witness harassment:
 - Document instances and details of the situation you think are inappropriate to your Program Coordinator/Supervisor
 - Intervene if safe to do so.

Holidays

The Town is closed, and classes will not be offered on the following holidays. The Town also observes an annual Holiday Furlough between Christmas and New Year's.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and day after
- Christmas Day

Insurance

Instructors are responsible for providing a copy of their Certificate of Insurance listing the Town of Danville as Additionally Insured with liability coverage in the amount of \$1 million (may be higher for sports activities). Use of sports fields and gymnasiums will require General Liability Requirements: General Aggregate: \$2 M, Bodily Injury: \$1 M per occurrence, and Damage to Rented Premise: \$1 M per occurrence. Sports Certificates for classes held at any school district facilities must list both the Town of Danville and the San Ramon Valley Unified School District as Additional Insured. You will not be able to teach your class if the Town does not have proof of your insurance.

If your homeowner's or business insurance company does not offer this, then insurance can be purchased through the Town of Danville. Please contact The Town for the most up to date insurance rates. Insurance payments are not refundable, even if your class is cancelled. Please note the Town provided insurance will do cover any liability for online classes. Instructors who are only teaching online classes will not be required to provide insurance.

Any insurance documentation and quarterly/annual payments (payable to: Town of Danville) are due by the first day of the month your class begins. If this information is not received, your class may be cancelled. Submit insurance information directly to your Program Coordinator/Supervisor. Annual insurance starts over again in January. We do not prorate the annual insurance in regard to the start date of your program.

Instructor Illness or Emergency

If you are unable to teach your class, call the Danville Community Center at 925-314-3400, and advise a Program Coordinator/Supervisor as far in advance as possible. The instructor should make arrangements with their Coordinator/Supervisor to set-up a make-up class. If a class cannot be made-up, class participants will receive a pro-rated credit for the class, and the resident fee on which the instructor is paid, will be reduced accordingly.

Invoices

In order for you to receive payment, you must submit an invoice for your class. Invoices will not be processed prior to your last activity session. Please make sure each class and session are clearly labeled. Your invoice should include instructor's name, address, and course barcode. The invoice must have an original signature. Invoices may be held for processing until completed, attendance sheets are submitted to the Town. A sample *Request for Payment* can be found in Appendix C.

Irate Customer

In the event of an incident at a facility involving an angry customer where you believe you are in danger or in need of assistance, walk away from the situation, go to a safe location, and call 911 (from a cell phone, dial Dispatch directly at (925) 820-2144). * AT NO TIME SHOULD YOU PLACE YOURSELF IN DANGER TRYING TO RESOLVE A VOLATILE SITUATION. *Caution should be used when dialing 911. If you feel the problem will not get out of hand, call the Police Department non-emergency number at (925) 314-3700.

Marketing and Advertising

The Town's Role

The Town of Danville advertises all of its classes in the quarterly Activity Guide, mailed to 27,000+ households in the Danville area and Alamo, as well as on the Town website.

The Instructor's Role

In addition to the Town's marketing efforts, you may advertise and market your class at your own expense. However, any marketing materials or flyers using the Town logo must be reviewed and approved by a Program Coordinator/Supervisor prior to distribution.

Instructors may not use Town classes to recruit for personal business or promote their business during class hours or on Town premises. Instructors shall not market products that are sold as part of their business. Instructors shall not utilize Town class rosters for business promotional or marketing purposes.

Use of the Town Logo

The Town of Danville Logo is a trademark of the Town and may not be used without the express written permission of the Town.

Participants, Minimum/Maximum

Be sure to include the minimum and maximum number of students you are willing to accept. Please remember that it is the Town's goal to limit the number of cancelled classes, and we reserve the right to not offer classes that have the minimum number of participants set too high. The minimum for first-time classes should be set low (e.g., 3-5 people) in order to build the class's reputation.

Payment Schedule

Payment schedule is based on the dates the Town Council meets. A schedule of these dates can be found in Appendix D. Invoices should be sent directly to a Program Coordinator/Supervisor (see Contact List, Appendix E).

Rain and Class Make-Up Policy

Make-ups will be given on those occasions when inclement weather requires that a class meeting be cancelled. See instructor at the next scheduled class meeting for make-up date. No refunds (whole or partial) can be given for classes missed by the student unless otherwise agreed upon between the instructor and the Coordinator/Supervisor.

Registration

All registrations, cancellations, and participant payments are to be handled by the Town of Danville. Registration is online, by mail or phone, or in person at the Danville Community Center/Danville Senior Center. Instructors are not to accept payments. Violation of this policy will terminate an instructor's contract.

Refunds, Transfers and Customer Satisfaction

Participants can withdraw from classes and get a full refund 7 business days prior to the first day of class. They may also receive a refund if they are unsatisfied with the course. Instructors will not be paid for registrants who are granted refunds or who do not attend class. Invoices will be adjusted accordingly. The official Town Refund Policy is printed in the Activity Guide, as follows:

- When registration falls below the minimum enrollment required, it may be necessary to cancel a class or program. At the time of cancellation, the Town will initiate a full refund.
- Requests for withdrawal will be honored if requested no later than five business days prior to the first day of the class.
- There will be a \$5 processing fee assessed for each activity withdrawal.
- Requests made less than five business days prior to the first day of class must be submitted in writing and will be considered on an individual basis.
- A \$20 processing fee will be charged for processing refunds made by check. We do not provide cash refunds. Please allow 4-6 weeks for refunds by check to be processed.
- Withdrawals for sports leagues may be approved if a team can be replaced before the first game.

Setup and Equipment Requirements

All independent contractors must submit instructions on their proposal regarding their expected class set up. The Town of Danville will set up the facility as requested. Independent contractors are required to clean up any supplies that are used after the class ends and must always leave the room in the condition in which they found it. ***Please note that the Town does not provide storage for instructors' equipment or supplies.***

Virtual Classes

The Town is now offering independent contract instructors the opportunity to teach their classes virtually via Zoom. All guidelines regarding in-person classes will still apply to online classes with the following adjustments: The instructor will be responsible for taking role and ensuring that each child present in the class. Instructors who are **only** teaching online class will not be required to provide insurance. The Town can assist with starting the class and letting each participant in should a Danville's Zoom account be used. Should an organization use their own Zoom account, log-in information must be provided to a Program Coordinator/Supervisor. Please arrive to a Zoom class early to ensure an instructor is present when the participants are let into the Zoom class. For tips and tricks on how to use Zoom, please contact the Town.

Youth Classes/Camps

Bathroom Breaks

If you are teaching a youth class, please ensure that children are not allowed to roam unsupervised, including for bathroom breaks, or to leave the class without a parent/guardian. Please allow for group bathroom breaks for younger children.

Behavior

The Town does not tolerate any physical violence and any such behavior could result in expulsion from any program. Should you have any issues with a participant's behavior, contact a Town staff or a Program Coordinator/Supervisor as soon as possible.

Checking ID's

ID's should be checked every single day when the parent/guardian is picking up the child. The name on the ID should match the name on the authorized pickup list. If someone is picking up the child who is not on the authorized pick-up list, then the emergency contact should be contacted. Do not release the child to someone who is not on the authorized pickup list. It is best practice to go over the authorized pick-up list on the first day of camp/class.

For classes that are ages 11 years old and up, parents/guardians have the option to select 'Yes, I give my permission for my teen to sign out'. If that is selected, then the child may sign themselves out and ID will not need to be checked. A child under the age of 11, can walk or bike home and sign themselves in and out with written permission from the parent. Please note parent will need to provide a note for each week of camp.

Food/Allergies

Please review all allergies listed on each child's account before camp/class begins. If allowing for snack/lunch break, please be aware of these allergies. Separate children with allergies and ensure that hands are washed before AND after eating. Participants are NOT permitted to share food.

Ratios

When setting the minimums/maximums for your class, please note that the Town asks for a 1 staff:12 participant ratio for youth classes.