

Creating a Class

The guiding vision of ECAC is one of a dynamic and collaborative civic hub – a bustling hive of artistic activity and personal expression where people of all ages and backgrounds from all over Greater Cincinnati will come and go from morning until evening.

As a part of that mission, the Evendale Cultural Arts Center (ECAC) has created a unique opportunity for individual community members, arts organizations, and other groups to offer classes here at the ECAC.

We currently host classes from My Nose Turns Red, the Cincinnati Actor’s Studio, Tippiie Toes Dance, and a variety of independent artists and educators. Our structure is unique in that it puts the creative control directly in the hands of our community educators. This enables ECAC to collaborate with all of our regional community experts to provide our constituents with the widest array of offerings possible.

Class Provider Details

Most class providers offer classes at ECAC for profit by renting a classroom or gallery space at an hourly rate or by a percentage of tuition fees. ECAC staff meets with new class providers to discuss their class vision, learn about their experience, and answer any questions they may have. If the course fits within ECAC’s mission and structure, then ECAC will work with the provider to determine an appropriate space, rental rate, day, and time for the class and will request a more detailed class description and bio.

Rental rates are set to cover the cost of operating the space and are designed to be as affordable as possible. Class providers are responsible for determining class fees and the collection process; ECAC does not collect or handle student fees. Most classes meet weekly for 1 hour, but educators will determine what length of time makes the most sense for their course. ECAC offers 8 sessions of classes per year, each lasting six weeks. Class providers are welcome to design their courses to last anywhere from three to ten weeks.

Sample Cost Structure

Student Fees Per Quarter			
Fee Per Student	Number of Students	Total Revenue from Student Fees	
\$50 (1 hr, 4 week class)	8	\$400	
Rental Rate	Total Revenue from Student Fees	Number of Weeks	Total Rent per Class
10%	\$400	4	\$40
Revenue			
Revenue from Student Fees	Rent Per Month	Fee Revenue Minus Rent	Total Revenue
\$400	\$40	\$360	\$360/4 weeks = \$90/hr for Instructors

Support

ECAC is able to offer support for classes in the following ways:

- Listing comprehensive class information on our website
- Printing and distributing quarterly class lists
- Featuring new classes at least once through our social media outlets
- Sending out e-mail updates to our e-mail list promoting the beginning of each session.
- Providing bulletin board and table space for educators to display flyers promoting their courses

ECAC is not able to advertise classes individually except through social media outlets. All of our materials include the full list of classes. Class providers are encouraged to advertise their classes in any way they like. Networking and connecting with interested groups is the best way to make your class stand out and to promote registration. If you'd like additional consultation, please contact the ECAC Director at susan.gordy@evendaleohio.org for promotional strategies and a list of community calendars that are free to post to.

Class Policies & Procedures

Class Providers are required to submit a completed class description form, contact information form, and completed rental agreement.

Activity Attendance Sheet Policy

- ECAC has instituted an activity attendance sheet policy for all visitors. Those being asked to sign in and out include all class providers and class attendees. This policy is to ensure the safety and security of all visitors to ECAC!
- Each instructor is responsible for filling out and turning in monthly attendance sheets. Completed sheets need to be turned in by the 5th of the month. Please be sure your students are signing in before class and out after class.

Cancellation

- ECAC allows new class providers the opportunity to offer 2 classes without the risk of incurring a cancellation fee. We have found that registration for new classes can be light in the beginning. It is up to the class providers to communicate with ECAC about whether or not they will run the class.
- Should class providers need to cancel or reschedule their class they are required to notify their students and ECAC.

Invoicing

- ECAC will issue monthly invoices to tenant class providers.

Snow/Weather

- ECAC follows Princeton City Schools weather closures when the road conditions are hazardous. ECAC will not close due to wind chill. ECAC's Director will e-mail all class providers when ECAC is closed.
- On weekends please call the ECAC office (513.563.1350) for weather closure updates.