



**PARKS AND RECREATION DEPARTMENT**

CUPERTINO SENIOR CENTER  
21251 STEVENS CREEK BLVD • CUPERTINO, CA 95014  
(408) 777-3150 • FAX (408) 777-3156

**Class Proposal**

Instructor's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Email: \_\_\_\_\_ Room Size/Type: \_\_\_\_\_  
Class title: \_\_\_\_\_ Min/Max Students per class: \_\_\_\_\_  
Available days/times: \_\_\_\_\_ Price per student: \_\_\_\_\_

**Class Description** (to be used in advertisement):

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**Room requirements and setup** (tables, chairs, white board, dance floor, etc):

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**Certifications:**

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**References:**

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**For Contract Instructors:**

Do you currently have a Cupertino Business License? Yes No  
Do you currently meet the following requirements for Consultants? Yes No

**Insurance.** Contractor shall maintain the following insurance coverage, with the City as an additional named insured, and provide a Certificate of Insurance and Additional Insured Endorsement consistent with the following requirements:

**(a) Workers' Compensation:** Statutory coverage as required by the State of California.

**(b) Liability:** Commercial general liability coverage, to include sexual abuse and molestation, in the following minimum limits:

Bodily Injury: \$500,000 each occurrence; \$1,000,000 aggregate - all other  
Property Damage: \$100,000 each occurrence; \$250,000 aggregate

If submitted, combined single limit policy with aggregate limits in the amounts of \$1,000,000 will be considered equivalent to the required minimum limits shown above.

**(c) Automotive:** Comprehensive automotive liability coverage in the following minimum limits:

Bodily Injury: \$500,000 each occurrence  
Property Damage: \$100,000 each occurrence --or--  
Combined Single Limit: \$500,000 each occurrence

Consultant must comply with fingerprinting and criminal background investigation requirements

**If you have any questions, please contact Jason Bisely at (408) 777-3127.**