



**Parks and Community Services Department**  
Recreation Division  
14075 Frederick Street  
P.O. Box 88005  
Moreno Valley, CA 92552-0805  
**Telephone: 951-413-3280**

Dear Interested Instructor:

The City of Moreno Valley Parks and Community Services Department is seeking professionals to teach a variety of classes. We would like to invite you to participate in the Moreno Valley Parks and Community Services Department contract class program.

Staff is currently recruiting instructors to conduct classes. The classes may be taught at your place of business, offered at one the Moreno Valley community centers or online (virtual classes).

The Parks and Community Services Department will promote all contract service classes on the following publications:

- Tri-annual recreation guide to 57,000 residents (Soaring)
- City web-page
- Press release to local media
- Social Media
- MVTV-3 (Gov't local access station)

The instructor will conduct any other publication of classes, pending the approval of the Parks and Community Services Department.

The City of Moreno Valley Parks and Community Services Department will conduct registration for all classes. Registration is accepted on a first-come/first-served basis. Instructors are contract employees, who must comply with all applicable laws and regulations, such as:

1. Instructors must provide a social security number or obtain a Federal Tax Identification Number. There is no fee to obtain a Federal ID number. Call the I.R.S. at (800) 829-3900 for more information.
2. Instructors must include in their proposals, charges to students for supplies or require students to obtain their own supplies from a list provided by the instructor.
3. Instructors must be fingerprinted through the City of Moreno Valley's designated vendor at the Instructor's expense. This includes any instructor/assistant/person that will be involved in the instruction of the classes offered through the Parks and Community Services Department.
4. Provide a valid City of Moreno Valley business license. (Not applicable for online classes)

Compensation for instructors teaching at a City-provided facility is based on 60% of the registration received for the class. Instructors teaching at their own facilities receive 80% of the registration from each class. It is in the best interest to assist the department in getting students for your class, as your compensation is based on the number of students enrolled.

If interested, please complete the attached class proposal application form and submit applications to the City of Moreno Valley Parks and Community Services Department at P.O. Box 88005, Moreno Valley, CA 92552-0805. Should you have any further questions, please contact me at (951) 413-3280.

Sincerely,

Jeanine Heynen,  
Recreation Coordinator