

Friends of Westwind, Inc.  
Instructor Agreement - 2006

**Instructor agrees to:**

1. Submit a resume of qualifications, along with three references, and be interviewed by the Barn Manager.
2. Become a Westwind Associate Member.
3. When using Westwind facilities, teach only Boarders or Westwind Facility-Using Members. **At least 50% of your monthly hours must be with Boarders and/or residents of Los Altos Hills.**
4. Give the Barn Manager your fee schedule. Work with the Barn Manager to schedule group lessons, in-house camps, and clinics. Schedule no lessons in the upper arena during the hours reserved for the 4-H Riding Program, LAH Towns and Recreation Program, and the Westwind drill practices.
5. Pay Westwind \$25.00 or 10% of money earned, whichever amount is greater, by the 10th of each month, for the preceding month. Include, with your check, a completed monthly summary (form provided by Barn Manager).

You are required to pay Westwind a fee for every hour you train/teach, regardless of how you are paid; if you have a barter arrangement, pay Westwind \$5.00 for each bartered hour.

If you do not pay by the tenth of the month, you are responsible for an additional \$25.00 late fee. If you do not pay by the end of the month, you must stop teaching until your account is current. If your check bounces, you are responsible for a \$25.00 returned check fee, plus the late fee if clearance occurs after the tenth. A \$25.00 fee is payable each time any check does not clear the bank.

6. Follow and help Westwind enforce its rules, guidelines, policies, and practices. Help your students understand and follow them as well.
7. Carry own liability insurance of at least \$1,000,000 and submit proof thereof annually.
8. Accommodate your schedule to that of the duties of the Westwind staff. **You must vacate the arenas during arena maintenance.**

Westwind reserves the right to amend or change its rules and guidelines anytime we feel they are inconsistent with how Westwind serves its Members and Community.

Westwind recognizes the value of lessons and believes lessons should be a safe and pleasant experience for horse and rider. If at anytime we determine an instructor is not teaching with that attitude in mind, we will terminate this agreement.

I have read and understand the terms of this agreement and agree to abide by them.

\_\_\_\_\_  
Signature of Instructor

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Barn Manager

Date: \_\_\_\_\_