



# Rental and Booking Policy

Effective July 1, 2016

## Ways to Rent the Space

### PRIVATE SESSIONS

Rent the space on an AS-NEEDED basis for sessions with private clients by reserving any time block that is free using the studio calendar:

- PRIVATE ONE-ON-ONE: You and no more than one client
- SEMI-PRIVATE: You and up to 3 clients

### CLASSES or WORKSHOP / TRAINING

Rent the space for ongoing public classes or for occasional workshops or training programs:

- ONGOING PUBLIC CLASSES: Pre-book a weekly class time with a 6-month commitment
- WORKSHOP / TRAINING: Pre-book specific dates for occasional workshops or training programs

## Rental Rates and Payment Procedures

### PRIVATE SESSIONS - one client on an “as-needed” basis:

- Rent is charged by the hour (or fraction thereof) and is due at the end of the month
- A 15- minute “transition” period is allowed between sessions when there is a change of practitioners and is free of charge (see ‘booking rental time’ below for more details)
- Rates are graduated and based on the total number of hours used within a calendar month

Rental Time	Private One-On-One rates
Hours 1 – 5	\$27 / hour
Hours 6 – 15	\$23 / hour
Hours 16+	\$20 / hour

Example: assuming 18.5 hours of use, rent is calculated as follows: 5 hrs@ \$27 = \$135; 10 hrs@ \$23 = \$230; 3.5 hrs@ \$20 = \$70. Total rent due for the month is \$425.

### SEMI-PRIVATE SESSIONS - 2-3 clients max on an “as-needed” basis

Rental Time	Semi-private rates (2-3 clients)
1 hour block	\$38 / hour
4 or more clients requires workshop rate	see below

## ONGOING PUBLIC CLASSES

- 6-month minimum license agreement required
- All days must be paid for, regardless of whether class is held or not. Exceptions: New Years, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas - rent paid only if class is held.

Rental Time	Prime Time: (Mon-Fri: 6 to 10am & 4-10pm); Weekends	Other Times: (Mon-Fri: 10am to 4pm);
One Hour Weekly Class	\$41 / class paid monthly	\$30 / class paid monthly
90 Minute Weekly Class	\$57 / class paid monthly	\$42 / class paid monthly
Two Hour Weekly Class	\$70 / class paid monthly	\$52 / class paid monthly

## WORKSHOP / TRAINING (single OR multiple days)

- 50% deposit required to hold the date(s) with balance due 3 weeks prior to the event
- Rental fee based on total time in the space, inclusive of set-up and breakdown - no “grace period”
- Cancellation policy: Half of the deposit is non-refundable in the event of cancellation. If cancellation occurs within two weeks of scheduled event, all payments are forfeited.

Rental Time	Hourly Rates
2 – 5 hours	\$70 / hour (2 hour minimum)
6+ hours	\$60 / hour
For a multiple-day workshop or training, the total number of hours determines the rate	

Weekend times	Special weekend rates
Sat (starting 11:45am or later until 6pm)	\$344
Sun (starting 12:15pm or later until 6pm)	\$316
Sat + Sun (timing as above)	\$600 (extra hours are \$50/hour)

- The weekend times listed above are for most weekends. Some Saturdays & Sundays are completely free all day - PLEASE ENQUIRY IF INTERESTED

## Booking Rental Time

### STUDIO CALENDAR (private google calendar)

- Time blocks on the studio calendar reflect the rented time.

### BOOKING an ‘AS-NEEDED’ PRIVATE or SEMI-PRIVATE SESSION

- Once you book a private session, put it on the google calendar immediately.
- If you need to cancel a session, remove the booking from the calendar immediately so that others can use it. Any un-used time blocks not removed from the calendar will be billed.

### TIME BETWEEN SESSIONS

Allow 15 minutes between sessions when there is a change of practitioners. This time is not charged to either person and is used by both for the transition. For set-up, you may enter the space no more than 15 minutes prior to your booked time slot, and must vacate within 15 minutes of the end of your time block.

- MINIMUM BOOKING: is 1 hour - one hour of rent charged. Allow for 15 minute change-over before and after session, so a free 1.5 hour slot is required for a booking
- CONSECUTIVE SESSIONS: For consecutive sessions, if you have less than 1.5 hours between sessions, then you must pay for the entire block of time, as the space is not rentable to someone else, and it should be entered on the Google calendar as a solid block.

Example: You have a private session booked from 1-2pm and another from 3:00-4:00pm, the booking on the studio calendar will be a solid time block from 1:00- 4:00pm with 3 hours of rent due.

## Rental Guidelines

### LIGHTS

- Please conserve electricity and use only the amount of lights you need. All lights are on dimmers.
- Be sure to turn off all lights upon leaving (check the bathrooms as well)

### HVAC

- COOLING: In the summer the system is left OFF (only occasional AC is needed)
  - To use AC, leave the 'Fan' switch on 'Auto' and put the system switch on 'Cool', then use the arrow buttons to adjust the temperature as needed
  - When you leave be sure the system is OFF, and fan on AUTO
- HEATING: In the winter, the system is on a timer and should be left ON
  - To adjust, use the arrow buttons to dial the temperature up or down as needed
  - When you leave, be sure the system is set to HEAT, and fan to AUTO
- VENTILATION:
  - For ventilation without heating or cooling, turn the 'Fan' switch to 'On' and leave the system switch to 'Off'. Fresh air will be drawn into the space from outside
  - Return the fan switch to auto when you leave

### DOORS

- VENTILATION: If you want more fresh air in the space both sets of doors can be propped open with door stops.
  - If you open the emergency exit door, please be sure it is locked when you leave. The pin needs to drop into the floor - press on the door to test.
- LOCKING THE DOORS
  - When doing a private session, we recommend that you lock the front door to assure you will not be disturbed. Occasionally someone will enter looking for information.
  - Remember to lock the front door upon leaving and test it with a shake as sometimes it may appear locked when it is not.

### CLEANLINESS

- No shoes can be worn in the class room space - bare feet, socks, on indoor martial arts shoes only please.
- You are responsible to leave the space in as clean a state as you found it. This includes placing any blankets or other yoga props used neatly back on the shelf and cleaning up any messes.
- If you need to replenish any bathroom supplies (TP or hand towels), the key to unlock the dispensers is in the top right cabinet (opposite side of entry area). The supplies are in the back bathroom. For workshops, if you fill the trash containers, it is your responsibility to remove and dispose of it. New trash bags are in the back bathroom.

### KEY

- For one-time workshop rentals, the key for the space must be returned immediately after use by mailing to Mark Horner at 6933 Wilton Dr. Oakland, CA 94611
- There is a \$25 charge for any key not returned.