



# Center for Wholeness

*Supporting Body, Mind & Spirit*

## Facilities Contract

This Application is Made to Rent:

- Center for Wholeness  
 Studio A only  
 Studio B only

Applicant/Instructor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Class/Workshop: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Required Deposit: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

### Facility

When using the Center, you must respect all of the facility and assure there is no damage to the Center from your event. No tacks may be used on the walls. No sharp-edged furniture, equipment, or shoes may be used on the floor without a mat. No cooking equipment with open heating elements is permitted in the Center. No alcohol may be served and no smoking is permitted. Crock pots, microwaves and coffee urns may be used.

### Facilities Contract

Each time that your event has concluded, you must return the chairs and props to their original order. The thermostat should be returned to the stated setting as posted on the wall by the thermostat. If the Center has been damaged in any way, you will be responsible for all repairs or replacement of any damaged items or area.

**Center for Wholeness assumes no responsibility for any items left behind.**



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## Facility Rental Fees

### **Daytime Weekly Hourly Rate: Monday-Friday 8am-5pm**

**Studio A:** *Members \$14 per hour; Non-Members \$16 per hour*

**Studio B:** *Members \$12 per hour; Non-Members \$14 per hour*

### **Evening Weekly Hourly Rate: Monday-Thursday 5pm-10pm**

**Studio A:** *Members \$21 per hour; Non-Members \$23 per hour*

**Studio B:** *Members \$17 per hour; Non-Members \$20 per hour*

### **Weekend Hourly Rates: Friday 6pm- Sunday 6 pm**

**Studio A:** *Members \$23 per hour; Non-Members \$27 per hour*

**Studio B:** *Members \$17 per hour; Non-Members \$20 per hour*

### **Full Day Weekend Rental: Saturday or Sunday**

**Studio A:** *Members \$150; Non-Members \$180*

**Studio B:** *Members \$120; Non-Members \$145*

### **Entire Weekend: Friday Evening, Saturday and Sunday**

**Studio A:** *Members \$250 (per hour \$30.00); Non-Member \$300 (per hour \$36.00)*

**Studio B:** *Members \$200 (per hour \$24.00); Non-Members \$250 (per hour \$29.00)*

## Payment

Checks should be made payable to: The Center for Wholeness

Please Note: A \$25.00 fee will be assessed on all returned checks.

## On-Going Classes

Rent is due at the beginning of the month along with a schedule of class days, times, number of hours, fee and total payment. Also, include a projection for the following two months: dates/times/hours, and anticipated payment.

Failure to pay rent by the 8<sup>th</sup> of the month is subject to a \$25.00 fee, which is due with your payment. Failure to pay by the first of the following month is grounds for termination.

To terminate this agreement, or to cancel a class series, renter must give a minimum of two weeks notice prior to end of agreement or prior to start of next class series. If less than two weeks notice is given, the renter must pay for the next rental month.

## Workshops

A 25% non-refundable deposit is required for all workshops. Space will not be reserved until the deposit and signed contract are received. Payment in full is due the day of the workshop.



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## Exceptions

Any exceptions to the policy must be submitted to the Center for Wholeness Board for approval. In case of cancellation due to weather, no monies will be refunded, but the workshop may be rescheduled at no additional cost.

By signing this contract, the renter agrees to be responsible for the behavior of all persons attending the above referenced class/workshop. The renter does not hold the Center for Wholeness and its members responsible for any liability of any injury, damage, or loss which may occur to anyone during the use of the Center for Wholeness. The renter agrees to hold the Center for Wholeness and its members harmless for any claims and expenses, including attorney fees made against or incurred by the Center for Wholeness for such injury, loss, or damage.

I have read, understand, and agree with the terms of this contract and will be responsible for enforcing the policies of Facility Rental at the Center for Wholeness.

Signature of Renter: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

----- For Office Use Only -----

Accepted By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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