



## The Wellspring School for Healing Arts Space Rental Policy

The Wellspring School for Healing Arts offers two classroom spaces for rent, located at 2440 NE MLK Jr. Blvd #202. The classrooms available are located on the second floor of the building, accessible only by inside stairs. The scope of events offered may include classes/meetings not offered by The Wellspring School, that neither compete or conflict with the school's philosophy and/or curriculum.

### Classroom Options – Descriptions & Pricing

	Great Room	Small Classroom
<b>Size</b>	~ 800 Square Feet	~ 350 Square Feet
<b>Capacity</b>		
<b>Lecture</b>	35 (w/ tables); 50 (w/o tables)	15 (w/ tables); 20 (w/o tables)
<b>Meditation/Movement</b>	15-25*	8-12**
	<i>* depends on style of movement class and space requirements</i>	<i>** not big enough for Tai Chi or active movement group</i>
<b>Pricing</b>		
<b>\$/hour (M-F, 9:00am-4:00pm)</b>	\$35.00	\$17.00
<b>\$/hour (M-F after 4pm, Weekends)</b>	\$40.00	\$20.00
<b>One Full Day (&gt; 6 hours)</b>	\$200.00	\$110.00
<b>Two Consecutive Full Days</b>	\$375.00	\$200.00
<i>For multiple rental dates, a discount may be negotiated.</i>		
<i>Non-profit and educational groups will receive a 10% reduced rate.</i>		

### Rental Policy

- Deposit of ½ rental rate + \$25 refundable cleaning deposit are due at time of contract signing.
- Space will be reserved only upon receipt of deposit.
- Space rental balance is due at least 2 weeks prior to the date of the space rental.
- Payments may be made via cash, check, or PayPal invoice, by request.
- 14-day cancellation notice is required; for cancellations of less than 14 days, no refund will be given.
- In the event of cancellation due to illness or emergency, the class may be re-scheduled at no additional cost, pending availability.
- **All movement class instructors must provide a copy of current professional liability insurance for all movement or other classes involving touch/technique, unless otherwise specified.**
- Attendees to non-WSHA sponsored movement classes must also sign individual liability waivers acknowledging that WSHA is not to be held responsible in case of injury.
- All parties renting space must submit the following: Brief meeting/workshop/class description including specific dates, times, estimated attendance size, and any special set-up or access requirements.

## Space Rental

- Space rentals are available for non-Wellspring classes only.
- Marketing, class promotion, class registration, management and on-site support are all the exclusive responsibility of the class instructor.
- Instructors are paid directly by their students for class tuition.
- Instructors renting space may post flyers for their class(es) on The Wellspring School's bulletin boards.
- Instructors should note on marketing materials that their class is being taught at The Wellspring School, but should also indicate that their class is not a Wellspring School class.

## Space rental includes:

- Access to (downstairs) bathrooms and kitchen (hot pot, plates, utensils, etc.).
- Access to tables (6-8 folding tables, various sizes) and chairs (~30).
- Two white boards and white board markers.
- Yoga blankets.

## Space rental does *not* include:

- Access to massage tables, teaching supplies, overhead projectors or other Wellspring School materials, unless specifically arranged.
- Equipment rental may be negotiated as part of the space rental contract for an additional charge.

## Important Details

- The main Wellspring classroom has a cork floor and is a “**No-Shoes Space**”.
- Parking for class participants is **street parking only**. The parking lot is a shared space with other businesses in our complex and as such, can't be filled by our students.
- Our space is on the 2<sup>nd</sup> floor of the building and is **stair access only**.
- No jumping, dancing, loudspeaker use, loud music or other noises can be allowed due to our neighbors downstairs.
- While our site does have a small kitchen, with a very small refrigerator, a toaster oven and a hot pot, it is *not* a full kitchen.
- Bathrooms are located downstairs and require a key to enter. Keys are kept hanging on the wall in the kitchen.

## Additional

- The Wellspring School is not responsible for event attendance and expects payment if the event/class is held regardless of attendance.
- Individual renters are responsible for providing all information about their class, sign-ups, etc. to their attendees.
- Individual renters are responsible for their own promotion and marketing.
- **Individual renters are responsible for their own class set up, break down, and clean up.**
- **Renters are allowed 15 minutes before the start of class to set up, and 15 minutes after the finish of class to clean up. If additional set up/break down time is required, please let us know prior to signing this contract, as the added time needs to be added the contract.**
- Renters are expected to leave the space clean. Floors should be dry mopped after each class, tables, props, etc. put away, dishes washed, and any trash/recycling collected and disposed of properly.
- A representative from The Wellspring School will be present to open and close the rental space.



## Space Requirements & Classroom Rental Contract

Please review, sign and return the below contract with rental deposit to the school office in person, via email ([info@thewellspring.org](mailto:info@thewellspring.org)) or by mail to 2440 NE MLK Jr. Blvd. #202, Portland, OR 97212, Attn: Rachael Myles. Deposit payment may be made via cash, check, or PayPal.

Please list any supplies you'll need access to (based on what is included in the rental agreement), e.g. chairs, tables, etc:

---

---

Event/Meeting Description:

---

---

---

### Contact Information of Individual or Business Renting Space:

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please list any other points of contact for the day of your space rental:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

**The Wellspring School  
Space Rental Agreement**

Rental Date(s) Requested: \_\_\_\_\_

Rental Times Requested: \_\_\_\_\_

Room Requested: (circle one)    LARGE ROOM    SMALL ROOM

Space Rental Amount (based on rental rates): \$ \_\_\_\_\_ Refundable Cleaning Deposit: \$25.00

Deposit Amount (50% of Rental Rate + Cleaning Deposit) Due Upon Contract Signing: \$ \_\_\_\_\_

Rental Balance Due 2 Weeks Prior to Rental: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

Notes: \_\_\_\_\_

*By signing below, renter acknowledges that he/she is responsible for all marketing, registration, setup and tear down, clean up, etc. associated with their event. See Classroom Rental Policy for more details.*

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wellspring School Approval Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Deposit Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Date Balance Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Cleaning Deposit Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff Initials: \_\_\_\_\_