

Use of Group Room Agreement

Contact Information		
Name		Title
Name of Company/Organization		
Address		
City		Postal Code
Phone (W)		Phone (H)
Fax		Email
Professional References		
Name		Position
Company		Phone Number
Name		Position
Company		Phone Number
Insurance		
Does your business have liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name of Insurance Carrier		Policy Number
Room Use Details		
Which of the following will you be using the room for?		
<input type="radio"/> Group Psychotherapy	<input type="radio"/> Lecture, Workshop or Seminar	<input type="radio"/> Other (Please specify)
<input type="radio"/> Course or Program	<input type="radio"/> Business Meeting	
<input type="radio"/> Yoga	<input type="radio"/> Business Event	
Date From _____ to _____		Number of Weeks
Time From _____ to _____		Number of Attendees
Fees		
<input type="checkbox"/> Hourly Rate: \$30.00 per hour <input type="checkbox"/> Half-day Rate: \$100.00 (maximum 4 hours) <input type="checkbox"/> Full-day Rate: \$150.00 (maximum 8 hours) <input type="checkbox"/> Weekend Rate: \$275.00 (Saturday & Sunday)		
Additional Charges		
<input type="checkbox"/> Tables - n\c	<input type="checkbox"/> Flipcharts - \$5.00	<input type="checkbox"/> Data Projector - \$25.00
<input type="checkbox"/> Chairs - n\c	<input type="checkbox"/> Computer - \$25.00	<input type="checkbox"/> Other

Guidelines for Group Room Usage

1. It is the responsibility of the renter to ensure that safety and security guidelines are followed by the group. If required, the renter must have a release waiver signed by each group participant prior to commencing the class. It is the responsibility of the participants to reveal any health conditions that could affect their performance/behaviour in class.
2. There is a microwave and fridge available for use. The renter is invited to bring tea, coffee or other refreshments if desired. The renter must ensure that the chairs and tables are put back, all garbage/recycling has been disposed of in the proper receptacles and that the room is left clean and in order. Any damages are the responsibility of the renter.
3. If candles are used, they must be kept under supervision at all times and extinguished at the end of the class. To respect those with allergies, incense cannot be burned unless all participants are in agreement and under the supervision of the renter.
4. For security reasons, if a participant arrives late or must leave early and the Centre doors are locked, the renter (or an appointed designate) must let the person in/out and then relock the door before returning to the class. The Centre door can never be left unlocked.
5. If participating in energy work (healing, meditation, etc.), the room must be cleared and balanced at the end of the class. Smudging can be done before or after these sessions.

I have read and completed the Use of Group Room form and agree to adhere to the guidelines outlined:

<i>Signature:</i>	<i>Date:</i>
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Please return completed form with payment to the Centre for Mindful Therapies. Payment can be made by cash, cheque or Visa. Payments not honoured by your banking institution will be subject to a \$25 administration fee. Cheques should be made payable to Centre for Mindful Therapies.

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