

## Use of Room(s) Agreement

We offer the use of our rooms to independent professionals who would like to provide health care services that focus on enhancing personal growth and balancing body, mind, and spirit. Please note that all sections of this form must be completed.

<i>Professional Profile</i>		
<i>Name</i>		<i>Title</i>
<i>Name of Company/Organization</i>		
<i>Address</i>		
<i>City</i>		<i>Postal Code</i>
<i>Phone (W)</i>		<i>Phone (H)</i>
<i>Fax</i>		<i>Email</i>
<i>Education/Credentials</i>		
<i>Educational Institution</i>		<i>Degree</i>
<i>Date of Graduation</i>		
<i>Educational Institution</i>		<i>Degree</i>
<i>Date of Graduation</i>		
<i>Professional References</i>		
<i>Name</i>		<i>Position</i>
<i>Company</i>		<i>Phone Number</i>
<i>Name</i>		<i>Position</i>
<i>Company</i>		<i>Phone Number</i>
<i>Insurance</i>		
<i>Does your profession require you to have liability insurance and/or any form of certification/ professional designation in order for you to practice/teach? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>		
<i>If yes, name of Insurance Carrier</i>		<i>Policy Number</i>
<i>Room Use Details</i>		
<i>Which of the following will you be using the room for?</i>		
<input type="checkbox"/> <i>Psychotherapy</i>	<input type="checkbox"/> <i>Counselling</i>	<input type="checkbox"/> <i>Other (Please specify)</i>
<input type="checkbox"/> <i>Massage</i>	<input type="checkbox"/> <i>Aromatherapy</i>	
<input type="checkbox"/> <i>Reflexology</i>	<input type="checkbox"/> <i>Reiki</i>	
<i>Approximate # of hours per week</i>		
<i>(If you are currently building your practice, please indicate desired number of hours over time)</i>		

## *Fee Schedule*

*Please select one of the options below:*

### *Schedule A Fees*

- Treatment Rooms: Hourly rate is \$20.00 per hour for own clients
- Group Room: Hourly rate is \$30.00 per hour for own clients
- Hourly rate is \$30.00 per hour for clients referred from the Centre for Mindful Therapies

#### *Options included in cost:*

- Treatment rooms are furnished with chairs and desk. Massage tables, linens are not supplied.
- Brochures may be left on display table or in holders in reception area
- Use of telephone

*Fees for Schedule A will be collected at the time of room usage.*

### *Schedule B Fees*

- Treatment rooms are furnished with chairs and desk. Massage tables, linens are not supplied.
- Hourly rate is \$20.00 per hour for own clients in any room
- Monthly administration fee of \$75.00

#### *Options included in cost:*

*(These options are available; however, it is not required that the therapist use all options in the package)*

- Brochures may be left on display table or in holders in reception area
- Use of telephone, fax and voice mail
- Email account
- Listing on the Centre's web site
- Use of Centre's template for business cards
- Promotion of services at in-house events
- Listing on posted directory of services
- Promotion of service in quarterly newsletter
- Email bulletin announcing services
- Participation in marketing strategies
- Priority status for referrals from the Centre

*Fees for Schedule B will be invoiced each month. The administration fee must be paid at the first of each month. Payment is due on receipt of invoice. 2% interest will be charged on any invoices past 30 days.*

## *General Guidelines*

- To ensure that you are able to have the room(s) for the times you require, it is suggested that you book your times in advance. You may block book rooms on days that you choose to practice at the Centre. Although we do our best to ensure that you are able to use the same room, we do not guarantee that this will happen.
- We reserve the right to decline offering a room to a therapist on our discretion.
- Cancellation of room bookings must be made 24 hours in advance otherwise full charges will be levied. Room fees are charged regardless of whether the therapist's client comes for their treatment, however for client "no-shows", room fee will be waived.
- Rooms will be available for the exact time specified in the schedule and must be vacated at the designated time.
- For security reasons, if the therapist is working alone at the Centre during the evening or on the weekend, it is their responsibility to make sure the Centre doors remain locked.
- It is the responsibility of the therapist to ensure that safety and security guidelines are followed by their clients. If required, the therapist must have a release waiver signed by each client prior to commencing their sessions. It is the responsibility of the clients to reveal any health conditions that could affect their performance/behaviour in session.
- There is a microwave and fridge available when the group room is not in use. The therapist is invited to bring tea, coffee or other refreshments if desired. Room(s) must be left as they are found, with everything put in its place. Any damages are the responsibility of the therapist.
- 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 therapist.
- If participating in energy work (healing, meditation, etc.), the room must be cleared and balanced at the end of the session. Smudging can be done before or after these sessions.

*I have read and completed the Use of Room(s) 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 the Centre for Mindful Therapies.*