

Welcome! We genuinely appreciate your interest in offering your work at Moving Body Resources.

At MBR you can rent on an hourly as needed basis or make advanced ongoing bookings.

About MBR

Moving Body Resources (MBR) aims to be a model organization utilizing and growing sustainable business practices that enhance healthy human relations and contribute to the biological well-being of regions local to its programs.

The **vision** of MBR is to promote the development, well-being, and creativity of humans as we exist in concert with all that lives on this planet. The **mission** of MBR is to build and support environments for the physical, emotional, intellectual and spiritual growth of people of all ages, races, and abilities

For more information about this please go to our website www.movingbodyresources.com

Rental Rooms & Rates for 2017

Large Studio 1400 sq ft Hourly rate changes with number of attendees	Small Studio 400 sq ft Hourly rate for 10 people	Small Office Spaces 12x12 RM 1, RM 2 & RM 3
HOURLY <u>RATE</u> <u>NUMBER OF ATTENDEES</u> \$70hr 14 or fewer \$90hr 15 to 19 \$115hr 20 to 25 \$130hr 26 or more	HOURLY <u>RATE</u> \$47 hr	RATE <u>HOURS</u> (additional 1/4 hrs are \$7) \$30 1hr \$55 2hrs \$80 3hrs \$105 4hrs \$130 5hrs \$155 All Day – 6 or more hours

Making a booking

To check availability view our schedule: www.ouronlinecalendar.com/mb

To make or cancel a booking, email: services@movingbodyresources.com (Mon-Sun 10am-7pm)

Registration process & Rental Agreements

The initial registration process incurs a one-time \$30.00 administrative fee.

You will need to complete a registration form and be required to sign a yearly rental agreement which outlines the terms of your business with MBR and your acknowledgment of the cancellation policy.

For additional information about cancellations please refer to MBR Policy document.

Making a payment

Payment must be made prior to your rental.

You can pay for your rental via cash, check, or credit card. We also accept credit/debit card via PayPal. Credit card payments incur a 5% surcharge. Make checks payable to: **Moving Body Resources**. Include date(s) of rental: (write on memo portion of the check)

Keys & Access

Please pre-arrange access to MBR with the rental manager, if you are coming in early mornings and weekends.

Return borrowed keys to the office when you arrive for your session and make sure the elevator is locked before you begin. Keys returned late incur a \$10/day late fee. Lost keys incur a \$100 charge.

You are responsible for buzzing in your own clients.

Advertising your services with MBR

We would like to see your business flourish here at MBR so as part of offering your work here you are welcome to advertise your services on our website and in our monthly newsletter. You are also invited to leave your brochure or business card in our lobby area. To have an article in the newsletter email the rental manager – Greg.