

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

At MBR you rent hourly as needed or you can 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](http://www.movingbodyresources.com)

**Rental Rooms & Rates for 2019**

<b>Large Studio (1400 sq ft)</b> Hourly rate is based on the number of attendees	<b>Small Studio (400 sq ft)</b> Hourly rate for maximum 10 people.	<b>Small Office Spaces 12x12</b> RM 1, RM 2 & RM 3 (minimum 1 hour booking)
<b>HOURLY RATE</b> <b>NUMBER OF ATTENDEES</b>	<b>HOURLY RATE</b>	<b>RATE</b> <b>HOURS</b> (additional 1/4 hrs are <u>\$8.00</u> )
\$75hr      14 or fewer	\$49 hr	\$32    1hr
\$95hr      15 to 19		\$59    2hrs
\$120hr     20 to 25		\$86    3hrs
\$135hr     26 or more		\$113   4hrs
		\$140   5hrs
		\$163   Full Day – 6 or more hours

**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 sign an annual rental agreement which outlines the terms of your business with MBR and your acknowledgment of our cancellation policy.

**For additional information about cancellations please request the MBR Policy document.**

**Booking**

To check availability view our calendar: [www.ouronlinecalendar.com/mbr](http://www.ouronlinecalendar.com/mbr)

To make or cancel a booking, email: [services@movingbodyresources.com](mailto:services@movingbodyresources.com) (Mon-Saturday 10am-8pm)

**Payments**

Payment must be made prior to your rental.

You can pay via Cash, Check, or Credit Card. We 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 \$125 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. 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. To have an article in the newsletter email the rental manager – Greg.