

One Spirit

LEARNING ALLIANCE

Rentals

Updated 1.31.17

Front Classroom: 588 sq. ft. - 74 occupants max.

*Includes chairs and up to 4 tables

Evening Rate/3hr. Day Rate: 6:30 to 9:30pm (inc. set up and break down)	\$290
Full Day Rate: 8:30am – 5:30pm (inc. set up and break down)	
Weekend	\$800
Weekday	\$600
Each additional half hour	\$ 45

Back Classroom: 534 sq. ft. - 50 occupants max.

*Includes chairs and up to 4 tables

Evening Rate/3hr. Day Rate: 6:30 to 9:30pm (inc. set up and break down)	\$260
Full Day Rate: 8:30am – 5:30pm (inc. set up and break down)	
Weekend	\$700
Weekday	\$500
Each additional half hour	\$ 45

Additional Services:

Wireless services	No charge
Pull down screen	No charge
White board	No charge
Portable speaker w/wireless microphone	\$ 25
Room set up	\$ 50
5 or more tables	each \$ 10
LCD projector (standard VGA cable supplied)	\$ 30
Sound system and engineer	
• Full day	\$250
• Evening	\$150

Coffee, tea, and snacks available for purchase through the bookstore.

10% Discount available for One Spirit graduates and educational teaching staff.

**One Spirit is happy to invite like-minded groups to use our facility.
Please note the following requirements as part of your agreement with us:**

1. A deposit fee is required at the signing of this agreement:

\$100 deposit required for rentals up to a value of \$400

\$200 deposit required for rentals up to a value of \$900

\$300 deposit required for rentals above \$901

2. Cancellation fees:

Cancellation up to 2 weeks before event: \$100

Cancellation less than 2 weeks before the event: 50% of the cost of the rental is charged unless we can replace the rental with another event. If we are able to replace the rental you agree to pay One Spirit a \$100 cancellation fee.

Cancellation 3 days or less before the event 100% of the cost of the rental is charged.

3. The renter agrees to indemnify and hold One Spirit Learning Alliance harmless from any suit, demand or claim made against them for injury or accidental harm that may arise from the use of this space for the duration of the contract period.
4. One Spirit is not responsible for the clients or their guests' personal property. It is the sole responsibility of each person entering the facility to be responsible for all belongings.
5. The renter assumes responsibility for all equipment, furnishings and art work during scheduled usage. Any excessive damage will be billed to the client for either replacement or repair.
6. We require a staff member to be present on site for the duration of your event. They will be the last one out and they are responsible for locking up the space.
7. This contract allows persons with your group to enter within the "Set-Up time" for set-up, registration etc. Our sound and media equipment can only be operated by One Spirit staff or One Spirit trained staff.
8. The "out time" is the time when the room has been returned to the same condition as before you entered and all people have vacated the premises. These times are included in your fee. Arriving before your "Set-Up Time" or remaining beyond your "out time" will result in additional charges.
9. Should additional time be needed on the day of event, additional costs will be incurred based on the hourly rate.
10. Please appoint a person to be in charge of returning the space in the condition it was delivered or better.
11. One Spirit provides hot beverages, purified water and snack available for sale on site as a convenience for our guests. Please be sure to announce that these items are for your convenience and need to be paid for. This is on the honor system, with baskets in the kitchen area for payment.
12. Please advise all participants that no food or drink (other than water) is permitted in the room.
13. A One Spirit staff person will open each event with a very brief welcome and description of One Spirit. One Spirit literature will be prominently displayed for your participants to pick up as they feel inclined. We will also have a mailing list sign up sheet available for those who want further information or contact with One Spirit.
14. There will be a \$45 fee for any returned check.