



216 River St. • Second Floor • Troy, NY 12180 • [aspacetogrow.org](http://aspacetogrow.org)

## Usage Policy

The Gathering Space at A Space To Grow is available for use for holistic practitioners and organizations to host their meetings, workshops, and retreats.

The following policies apply to each and every usage.

## USE OF SPACE

Weekends are reserved for workshops and/or longer events. Currently only practitioners who rent a smaller room can book weekends freely (as the outside door is locked.) So, if you need to book a weekend event then please email or call Buffy directly to ensure that you will have access to the building. A minimum of 3-hrs is required for booking the space on the weekend unless you have received special permission from Buffy.

Space is to be utilized in a professional manner without disturbing the other building tenants. Spilling out into the hallway is not allowed.

Please respect the groups using the space after you by departing in a timely manner when your block of time has ended.

There are fold-up chairs, stools and tables located within the built-in in the Studio room. You may use them for your event please return them to storage prior to departing. You are responsible for providing your own table coverings for the meeting furniture.

There are noise restrictions during regular business hours and on during specified Saturdays. There are also limitations on types of moving classes that occur during regular business hours due to the noise heard by the business below. If you're not sure if your event meets these standards then please contact Buffy directly at [buffy@consciousmovements.com](mailto:buffy@consciousmovements.com)

No Shoe Policy. A Space To Grow has a no shoe policy and requires that all attendees remove their shoes once they enter the studio at the front door.

Wi-fi is available and complimentary, please ask for the access code if you are planning on using it.

## RATES

- Current rates begin at \$15/hr with a 15-minute padding before and after for preparation and clean up. The longer your event the less you spend.

## CANCELLATIONS & REFUNDS

Full payment is due at the time of registration. We do have a **7-day cancellation policy** and anyone cancelling within less than 7-days may be denied a refund. Should you need to cancel and it is more than 7-days before you event, you will be able to do so on-line via a link sent in your confirmation email. Refunds will be issued within one week and a 15% fee will be deducted from your payment to cover our costs of credit card fees, online booking fees and the time it requires to issue the refund.

## PROMOTIONAL MATERIALS

Only Regular Instructors and Practitioners who have a signed agreement with A Space To Grow may post promotional materials in the Studio and only in designated places.

## **DAMAGE**

Please report any damage in the Studio immediately via text to 518-629-5664. If the damage was caused as the result of your use, you will be billed for the repairs.

If the group arriving after you reports damage up their arrival, you may be responsible for a portion of the repair bill.

## **CLEAN UP**

You are responsible for cleaning any spills or messes that result from your use of the center. Cleaning supplies can be found in the right side of the built-in in the Studio. You will also find a handheld vacuum for spot cleaning the floor. Neatly return all blankets, chairs, tables, props and/or other supplies.

## **FOOD & BEVERAGE**

The Gathering Space is a "carry in/carry out" facility. Which means that you are welcome to bring food and beverage into the Studio but you are responsible for removing all containers, trash and food times from teh Studio when your event is complete. Trash bags can be left in the basement by taking the elevator down to the basement and leaving the garbage bag in the room/space directly across from the elevator.

The only sink is in the bathroom across the hall and there is no refrigerator or serving utensils on site.

## **TEACHER/PRACTITIONER REQUIREMENTS**

- Teacher must have appropriate training, certificate and credentials for their class.
- All teachers that instruct the clients to move and or touch their students are required to have personal liability insurance. The current policy number and expiration date must be provided to Buffy Owens and this information will reside in the teacher's file.
- Current CPR training is request for those teaching movement.

## **OTHER TERMS**

- Bathrooms are located across the call and require a key. The key is found near the coat rack.
- The Primary Entrance to the Rice Building is locked at 6:45 PM during the week nights. The door is also locked on the weekends unless there is an event. Someone will be there to let you into the building.
- The Studio is on the second floor and an elevator is available.
- There is street parking available and after 5:00 PM there is free parking in a lot across the Rice Building on first street and in the Parking Garage at State & River St.
- Policy and rates are subject to change without notice, however, I will strive to email updates out to you letting you know about the change. However, I am human and minor changes may go announced. That said, the most current Rates & Policy document will always be available on the website.

## **CONTACT**

Buffy Owens | (518) 629-5664 | [buffy@consciousmovements.com](mailto:buffy@consciousmovements.com)