



**Collective Soul Space**

# Long-term Studio Rental

Lower Level Scotia Centre  
5102 - 50 Avenue

The Collective Soul Co-operative Ltd. is a not-for-profit co-operative that operates the Collective Soul Space. The Co-op rents out the studio to health and wellness practitioners and organizations seeking a peaceful space for long-term rentals such as ongoing classes (private or public) or sessions that run a minimum length of time. All public rentals can be promoted on the monthly schedule, posted on our website and Facebook page and daily sandwich board.

## Studio Details

- Conveniently located downtown with elevator access
- 1,470 square feet
- Use of yoga mats, bolsters, blankets, straps, chip blocks, cleaning supplies
- Use of 15 comfortable folding chairs
- Use of CD player and iPod/Phone connection to Bose stereo
- Two change rooms and access to fitness room for washrooms
- Use of teapot, tea and cups

## Long-Term Rental Rates (includes 15 minutes on each side of the rental time)

<b>Tier 1:</b> Up to 6 hours/month = \$150/month
<b>Tier 2:</b> Between 6.25 to 10 hours/month = \$300/month
<b>Tier 3:</b> Between 10.25 to 14 hours/month = \$400/month
<b>Tier 4:</b> Over 14.25 hours/month = \$600/month

## Co-teaching

- When there is more than one teacher for a series of classes running a minimum of 8 consecutive weeks, this is considered 1 long-term rental, not 2.
- Participation in Workshops (e.g. one 2-hour workshop, one day-long workshop, etc.) or Special Class Offerings (e.g. Sampler Series) may be offered at a different hourly rate rather than affecting tier level (if desired).

## Payment

- Payment due on, or before, the last day of the month preceding the month of the scheduled class(es). (Due date will be noted on your invoice.) Payments can be in full (e.g. for full number of weeks) or by month (e.g. If teaching 6 hours in January and 6 hours in February, \$150 paid before the end of December for January hours and \$150 paid before the end of January for February hours).

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- E-transfer to [cssnwt@gmail.com](mailto:cssnwt@gmail.com) is the preferred method of payment.
- If you would like to schedule automatic direct deposit payments (so you don't have to remember to make payments every month), please ask us for our account #!
- If payment is not received when due, we reserve the right to withhold punch pass payments.

### **Cancellation Policy**

- Four calendar days or more before the session starts, 100% reimbursed.
- Three calendar days to one calendar day before the event date, 50% reimbursed.
- Within 24 hours of the event, 100% is retained by the Co-op.
- If the Co-op cancels the rental agreement, 100% reimbursed.

### **Terms for Long-term Rentals**

- Long-term rates apply to one (or more) class(es) taught for a minimum of 8 consecutive weeks or 2 consecutive months at the same tier, regardless of/including statutory holidays.
- Left over hours in the tier range cannot be used of short-term class offerings.
- If teaching longer than the minimum length of time, fees will be prorated accordingly (i.e. a 10-week session).
- If teaching a week-day lunch time class, drop-ins must be permitted.
- If drop-ins are permitted, the long-term renter agrees to allow students to use their CSS punch pass. \$10 from each punch will be paid to the instructor and \$2.50 retained by CSS as an administrative/co-op fee.
- No reimbursement of rent for cancellation of classes within the 8-week/2-month period (except for extenuating circumstances, which would be evaluated by Co-op members on a case-by-case basis).
- Long-term renters are expected to participate in the cleaning schedule (i.e. tidying equipment, washing cups, refilling the water cooler, emptying garbage, dusting, sweeping/vacuuming the floors) as well as updating the sandwich board when applicable. Details regarding this will be provided.

### **Benefits for Long-term Rentals**

- Long-term renters will receive priority in choosing class times, after members, but before short-term renters.

### **Insurance/Certification**

Third-party renters offering classes, workshops and/or other wellness services to clients and/or the general public in the Collective Soul Space must:

- Hold recognized certifications for their practice; and
- Have appropriate insurance for liability. Proof of insurance will be required.

**For more information, please email: [cssnwt@gmail.com](mailto:cssnwt@gmail.com)  
[www.collectivesoulpace.ca](http://www.collectivesoulpace.ca)**