

## **Classroom Space/ Workshops/Meet-Ups**

### **Miracles of Joy Space Rental.**

**We are now offering two spaces for rent.**

**A 450 SQ FT room that seats 50 to 60 people.**

**\$35 an Hour**

**\$150 for 5 Hours**

**\$250 All Day**

**A 200 SQ FT Office Space for Readings and small classes for 10 to 12 people.**

**\$25 an Hour**

**\$100 for 5 Hours**

**\$150 All Day**

To be schedule for a booked space at Miracles of Joy, please contact 214.326.0664 or 972.221.8080 to speak with Joy Kauf. Miracles of Joy has several time and sizing options depending on budgets and time needed, and we will work with you to ensure you select what is best fit for your event.

### **Hourly Classroom Rental Fee**

Please include an additional 15-30 minutes in your rental time for setup, clean-up, and tear-down. For example, if your event lasts one hour, then schedule two hours to allow ample time before and after your event. If you run over the allotted time for your rental, there will be an additional \$25 for every 15 minutes over, which is due before you leave the building.

We require full payment at time of booking if your total rental fee is \$75 or less. For rental fees totaling over \$75, we require a \$50 deposit at booking time. The deposit will go towards the total room rent but is nonrefundable if you cancel without appropriate notice.

## **Damage Policy**

There is a refundable Damage Deposit of \$100 due at time of booking. If the room is returned in original condition, the Damage Deposit will be refunded to you after the event.

Please Note: If damage is found, the deposit will not be refunded to you. If additional costs occur due to damage caused under your care, you will be responsible to pay the difference.

## **What is your cancellation policy?**

If cancellation occurs 30 days or more prior to your event, you will receive a full refund minus a \$50 administrative fee.

If cancellation occurs less than 30 days prior to your event, you will receive a 50% refund minus a \$25 administrative fee.

## **What is your rescheduling policy?**

Changes to one or more dates that have already been booked shall incur a \$25 administrative fee.

## **How do I book rental space?**

You must contact Joy at [joykauf@msn.com](mailto:joykauf@msn.com) or the store at [info@miraclesofjoy.net](mailto:info@miraclesofjoy.net) to confirm dates and times for bookings. Alternatively, you can reach Joy at 214.326.0664 or 972.221.8080.

## **What kind of information do I need to send to book a space?**

The following information MUST be sent via email to [joykauf@msn.com](mailto:joykauf@msn.com) or [info@miraclesofjoy.net](mailto:info@miraclesofjoy.net).

- Picture of you, or Headshot (not imbedded in a word doc)
- Title of Event
- Text Description of Event
- Fees or Charges for Event
- Types of Accepted Payments
- Registration Contact Email and Phone Number

- Any additional contact information that is acceptable to give to clients with questions about your event

Please Note: All Teachers are responsible for their own class signups, registration, and payment. We MUST receive your contact information to be able to give to clients. Once all information is received, you will be placed on our online calendar.

**Am I required to Handle ALL Payments from Clients?**

Yes. You are responsible for all payments taken for and during classes for events in rented rooms. Miracles of Joy and Joy Kauf are NOT responsible for making change, taking cash, check or card payments.

**Marketing Program**

If you wish for us to market your event, we have different programs to fit your needs.

We make a flier (You provide banner and all info)	\$25
To be placed on website only (you provide banner info and payment links)	\$50
Full website page, and rotation in our newsletter up to one month prior to event. (You provide Banner, Info and Payment Links)	\$100
Full Package: We will make you a banner, flier, full page on the website, rotation in our newsletters 1 month prior to the event and one email where you are the main focus within 1 month prior to the event	\$125

**How do I book an ongoing weekly or monthly class?**

Ongoing classes may be set up in advance if they do not conflict with previously scheduled events happening at Miracles of Joy. Please review the online calendar through [miraclesofjoy.net](http://miraclesofjoy.net) and select two plausible days and times you feel your class would fit. This information MUST be sent via email to the emails listed above

with your booking information to be considered. We will work with you as much as possible to find a day and time that works for available booking times and your schedule.

Send a space request with details listed above.

### **How do I know my space is reserved?**

Joy Kauf will contact you to discuss and/or confirm your request. Your reservation is tentative until all deposits and paperwork have been completed. Once finalized, your reservation will be posted to the calendar.

### **Am I allowed to bring outside food and drink into the room?**

Yes, you are allowed to bring outside food and drink into the room. You are responsible for cleaning up and disposing of leftovers and trash.

Note: Set up and Clean up times MUST be included in your room rental times previously booked.

### **How early or late can I rent space?**

Rooms are generally available Wednesday through Saturday from 11:30 – 9:00 PM, and Sundays from 12:30-9 PM. Any events requiring earlier or later times must be submitted for approval by Joy Kauf.

### **How much time do I have to set up before my event?**

You must include setup, clean-up, and tear-down in your rental time. If you run over the allotted rental time, then the hourly rate will apply. (\$25 for every 15 minutes over pre-scheduled booking times)

### **Does the room have tables and chairs?**

Yes, the room has both tables and chairs available for up to 50 people. You are responsible for the setup and tear-down of all tables, chairs, and equipment for your event. Miracles of Joy will provide necessary seating as long as you have checked in with the amount of people before-hand. Again, you are required to set up everything and take it down during your pre-booked amount of time. Additional fees may be applicable; please see above notes for additional information.

## **Are promotional efforts made for those who rent space?**

Please see the Marketing Section

## **Room Rental FAQ's**

Please keep these things in mind:

**Q:** What are the rules on smoking?

A: Absolutely no smoking in the building. Please properly dispose of all smoking byproducts.

**Q:** Can we play music?

A: Music can be played at a reasonable volume in the room you are renting. We ask that music not disturb neighboring rooms or buildings, and we reserve the right to ask you to lower volume if needed.

**Q:** What happens if I run late/ arrive early?

A: If you run late there will be a fee paid when you leave for the day. See Hourly Class Room Rental Rate for more information. If you arrive early you may not start setting up until your scheduled time. Example: If you rent the room from 12:00 to 1:00 you will not be allowed in the room until 12:00.

**Q:** How late can the events run?

A: Event attendees and hosts need to be outside of the building AT 9:00 PM. In the event that you run over the allotted time, you will be required to pay the additional fees noted in the Hourly Class Rental Rate section, and any additional fees as dictated by Miracles of Joy, it's employees or Joy Kauf, owner.

**Q:** Who is responsible for setup, cleanup and teardown?

A: The Event Host is responsible for...

- ALL setup
- ALL Teardown and Cleanup
- Removal of ALL food, drink and trash made during your event

Note: YOU are responsible to restack chairs or tables used during your class. If any equipment was borrowed from Miracles of Joy, you must check in after your event to return what was borrowed. If we do not receive any equipment supplied to you,

you will forfeit your Damage Deposit, citing damaged or missing equipment. Miracles of Joy will NOT provide any technical support to the hosts or event attendees.

Call Joy Kauf at 214-326-0664 for room rental.