

Classroom Space / Workshops / Meet-Ups

Miracles of Joy Space Rental.

We offer two spaces for rent.

A 800 SQ FT room that seats up to 40 people.

(During Covid we may limit to only 20 max at any given time)

\$40 an Hour

\$175 for 5 Hours

\$250 All Day

A 200 SQ FT Office Space for Readings / Healings and Private Sessions.

\$30 an Hour

\$120 for 5 Hours

\$170 All Day

To book our rental spaces at Miracles of Joy, please contact 972.221.8080 or email at info@miraclesofjoy.org to speak with us. 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 \$35 for every 20 minutes over, which is due before you leave the building. If you have clients or students that like to talk and ask questions after an event, that will also count toward additional fees after agreed times.

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 \$75 deposit** at booking time. The deposit will go towards the total room rent and is nonrefundable if you cancel without appropriate notice.

**** please note that all rental fees do not include the \$100 Damage deposit fee. This \$100 will be included in the price of all bookings and deposits and will be returned once a full inspection of rental spaces is had.**

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 an inspection. Depending on the time of rental, the Damage refund may take up to 3 days to process.

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. Please note and bring to the attention of Miracles of Joy any damage at the start time of your scheduled booking. Notification after your event may be seen as damage during your event.

What is your cancellation policy?

If cancellation occurs 14 days or more prior to your event, you will receive a full refund minus the administrative fee.

If cancellation occurs less than 14 days prior to your event, you will receive a 50% refund minus a \$50 administrative** fee.

What is your rescheduling policy?

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

How do I book rental space?

You must contact the store at info@miraclesofjoy.org to confirm dates and times for bookings. Alternatively, you can reach us at 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 info@miraclesofjoy.org

- Title of Event
- Text Description of Event (brief is fine)
- Fees or Charges for Event
- Registration Contact Email and Phone Number

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, and payments made, we will reserve your space on our calendar.

Am I required to Handle ALL Payments from Clients?

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

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 <https://www.miraclesofjoy.org/#/> and select two plausible days and times you feel your class would fit. This information MUST be sent via email to the email 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?

Miracles of Joy 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 11:00 – 6:30 PM, and Sundays from 12:00-5:30PM. Any events requiring earlier, or later times must be submitted for approval by Miracles of Joy.

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. (\$35 for every 20 minutes over pre-scheduled booking times)

Does the room have tables and chairs?

Our rooms can be set up to meet your needs. If you are having private sessions, a card table, message table and chairs can be set up.

For the large space, multiple card tables, message tables and chairs can be set up.

Any additional furniture that you wish to have that is not provided by Miracles of Joy must be agreed upon during negotiation.

Example: Projection screens, projectors, side tables, rolling carts, displays.

Miracles of Joy will provide necessary seating if you have checked in with the amount of people before-hand. Additional fees may be applicable; please see above notes for additional information.

Are promotional efforts made for those who rent space?

We do NOT offer a marketing program. Room rentals are strictly for the space.

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 biproducts. This includes vapors, e-cig, hooka or disposable smoking devices.

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 as this is a shared space.

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 7:00 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.

If you need to stay later, please allow additional time for set up and break down of material.

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.

Please note: Payment is due at the time of booking.

****Administrative Fee can also be known as Booking Deposit**

Once you have read through this and agree to the terms, please sign and date. Return this to Miracles of Joy at least 30 days prior to the event.

Print Name: _____ Date: _____

Signature: _____

Approval from Store Manager: _____ Date: _____