

## The Inner Space at Poor Richards User Agreement

**Organization:**

**Contact:**

**Phone:**

**E-mail:**

**Website:**

**Address:**

**Date:**

**Time:**

**Duration:**

Is this going to be:            Onetime            A Series            On Going

### ***For A Series or On Going... How Often?***

How Many People Minimum Do You Expect?

How Many People Maximum Do You Expect?

**Description** (This is required, please include your purpose and all activities that will be going on.)

**Set up requests** (Do you need cushions, chairs etc.)

**Clean up needed?**            YES            NO

If YES what do you need?

**What is the price to attend? \$**

*We have four different categories, which do you fall under?*

### **Community Series**

This is saved for non-profit Organizations and we ask for a \$1 donation from each person attending.

### **Paid Class**

We ask for 20% of class fees for room rate. Also if there is any space left we ask that Poor Richards Employees may attend at no cost.

### **One Time Event**

If this is a non profit event we ask for a \$1 donation from each person. If you are charging admission we ask for 20% payment for the room.

**Per Hour** 1hr \$20 2hr \$35 3hr \$50 4hr \$60 Every Additional Hour is \$10

### **Paid Class?**

Is this a new class or do you already have clients?

### **New Class?**

What are you doing to promote and what can we do to help you?

**Public Relations**

Please send all requests to **info@downtowninnerspace.com**

Please cancel any classes at least 1 week in advance. We expect everyone who is scheduled to make a good effort to promote and fill their classes. Should there be a pattern of cancellations or low attendance we may ask for a deposit.

**No Shoes are allowed in the Inner Space. Shoe and Coat Racks will be provided.**

*For any further questions please contact:*

**Bea 719-330-7767** Tues or Thurs

**Kasidi 719-237-9191** Mon, Wed, and Fri

**Don** donguede@gmail.com

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**\*\*\*INTERNAL OFFICE ONLY\*\*\***

Payment arrangements:

Onsite person to contact:

(this person will need to unlock and lock the doors)

Cleaning Needed:

**Contact Person Availability**

**- Kasidi**

Mon 11:00-7:00 Tues 2:00-10:00 Wed 11:00-7:00 Thur 2:00-10:00 Fri 12:00-8:00

**- Bea**

Tues 11:00-7:00 Wed 3:00-10:00 Thur 11:00-7:00 Fri 3:00-10:00 Sat 2:00-10:00

**- Gloria** *only available to show room, not for scheduling events.*

Sun 9:00-3:00

**- Marie** *only available to show room, not for scheduling events.*

Mon 9:00-2:00 Wed 9:00-2:00 Fri 4:00-11:00 Sat 11:00-5:00