



Moving Mountain Institute Space Rental - 2024

Moving Mountain Institute is located at 1235 SE Division, Suite 106, in Portland Oregon. The space is within easy walking distance to a number of coffee shops and restaurants. The space is well appointed with hardwood floors, natural lighting and easy, and first floor access making it appropriate for the following types of classes/events:

Lecture Classes: Any type of didactic holistic health, herbal, community, etc.

Bodywork Technique Classes: Massage, Asian Bodywork, Acupuncture, physical therapy, etc.

Movement Classes: Yoga, Feldenkrais, Tai Chi, Qigong

Meetings: Community, business, etc.

Classroom Description	
Size	~ 1200 Square Feet
Capacity	
Lecture/Meeting	25 (tables & chairs); 40 (chairs only)
Bodywork Class	12 massage tables – 24 students
Meditation/Movement	25-30
Available Amenities	Overhead projector
	Wireless internet (wifi)
	(24) folding chairs, (10) six foot folding tables
	Hot/cold water, cups,
	(11) massage tables, w/ face cradles
	(2) bathrooms in central building space
	Small, shared kitchen (fridge, sink, microwave) in central building
<i>Because the building shares space with a number of other therapy practices and businesses in close proximity, there are some noise level restrictions, e.g. no PA system, loud chanting, singing or loud music.</i>	

Pricing	
We rent space during available weekends when it is vacant. Some exceptions may be if we are closed for a holiday or during summer season. We do not currently offer an hourly rate. If you have questions, please contact us directly at thea@movingmountaininstitute.com	
Half Day (5 hours)	\$175
One Full Weekend Day	\$310
Full Weekend (Sat. & Sun.)	\$515
<i>These are all-inclusive rates and give renter access to all amenities. *For classes using massage tables, we require a credit card on file in the event of any damages.</i>	



Rental Policies

- Deposit of 50% of the rental rate is due at time of contract signing.
- If signing within 30 days of space rental, payment in full will be due at time of contract signing.
- Space will be confirmed only upon receipt of deposit and signed contract.
- Space rental balance is due at least 30 days prior to the date of the space rental.
- Renters will receive online invoices (Stripe) for which payment is due upon receipt.
- 30-day cancellation notice is required. No refund will be given for less than 30 days notice unless we are able to re-book the space.
- **All movement class instructors, or any classes involving touch/technique, must provide a copy of current professional liability insurance. Instructors for these classes should also provide individual liability release waivers indicating Moving Mountain Institute will not to be held responsible in case of injury.**
- If damage occurs to any Moving Mountain Institute's equipment (massage tables, overhead projector, chairs, etc.) renter is responsible for **100% of replacement costs**.
- A credit card must be kept on file in the event of any damages incurred when massage tables are used. .

To Rent Space

- All parties renting space must submit a completed rental contract directly to thea@movingmountaininstitute.com
- All payments are invoiced via Stripe (online).

Space Rental Does Not Include

- Access to Moving Mountain Institute inner office (located inside the space).
- Props for movement classes (mats, blankets, blocks, etc.)

Important Details

- Street parking is available. It is the responsibility of the space renter to observe the specific times and restrictions for parking.
- No loudspeaker use, loud music or use of PA system allowed.
- There is a separate key to access the shared kitchen space. If the key is lost during the course of a rental, there will be a \$100 replacement charge.
- Bathrooms are located downstairs and require a code to enter. The code is posted in the facility.
- The facility is accessible through the main entrance on Division between the hours of 6AM and 11PM.
- There is an access code for the front door that will be provided to the renter prior to their rental dates.
- Access to the space is via a coded lock. The code will be given to the space renter upon contract signing.
- All renters should arrange for a physical walk through and brief orientation at the space before their classes/events if they have not been to the space.
- Moving Mountain Institute staff will not be on site the day of the renters' classes/events.

Additional

- Moving Mountain Institute is not responsible for event attendance and expects payment if the event/class is cancelled due to low attendance.
- **Individual renters are responsible for their own class set up, break down, and clean up.**
- **Renters are allowed 30 minutes before the start of class to set up, and 30 minutes after the finish of class to clean up. If additional set up/break down time is required, please let us know prior to signing this contract, as the added time needs to be added the contract.**
- Renters are expected to leave the space clean. Floors should be dust mopped after each class, tables, props, etc. put away, dishes washed, and any trash/recycling collected and disposed of properly.
- Renters are responsible for confirmation of all equipment compatibility and specs (projectors, speakers, etc.)