

In The Moment – Terms and Conditions of Hire

Teaching in Our Studio

We at In The Moment are committed to providing movement and wellbeing classes, workshops and trainings courses which are of an exceptional standard and quality. We want to create a beautiful, clean, warm and welcoming space which makes people feel good. In order to achieve this we are taking every care to ensure that the space and its environment remain clean and attractive. In addition, as an aspiring social enterprise we are committed to running the business with certain social and environmental principles at heart. If you choose to teach at In the Moment we ask the following

1. That you are a well qualified and established teacher within your field. For the most part we will rely on personal recommendations for teachers to include in our permanent programme. Please supply a copy of your certificate(s) to keep on record. If you are recently qualified we may also ask to see you teach before we include you in our programme.
2. All teachers will be self-employed and are responsible for their own tax and insurance matters.
3. You are required to hold your own personal and professional liability insurance with a reputable insurance company. If you do not have insurance, we can make suggestions. Please supply us with a copy of your liability insurance certificate when you make your booking with us. In the Moment is not responsible for any injuries sustained during classes, rehearsals and workshops. In The Moment carries Public Liability Insurance for the studio space only and not for your teaching.
4. We ask that you consider embracing the social aims of the business in the following ways
 - a. That any other established In the Moment Teacher can attend your classes free of charge with prior agreement. This refers only to drop-in yoga classes and does not include workshops or classes requiring block booking. If you do not wish to participate in this scheme, let us know at the time of booking.
 - b. That you welcome and participate in the studio's planned "Karma" fund whereby students who would otherwise not be able to afford classes can apply for an assisted place. This will be funded from voluntary contributions and a proportion of donations for yoga mat hire. Students will be required to complete an application form and will be admitted to a given class only with full consultation with the class teacher.
 - c. That you aim to offer a pricing structure which is in line with other classes within the centre. For a 90 minute yoga class this is £8. If you choose to offer concessions for students or OAPs then we suggest £6.

For non yoga classes, or classes of a different length then we suggest a rate which is pro-rata with this. Workshops and specialist classes are at the discretion of the teacher(s)

- d. That you uphold the environmental principles of reduce, reuse and recycle wherever possible.
- e. Be aware of your carbon footprint and that of your students by promoting sustainable ways of reaching the centre: on foot, bicycle and public transport.
- f. Be aware of energy use within the building when operating heating and lighting (and opening windows!)
- g. Be committed to integration of people with disabilities and long term health needs within your classes wherever possible.
- h. Uphold our principles of fairness and equality in all your dealings with students, staff and members of the public.

Rental and Bookings

1. Bookings must be made on the studio booking form available on the website or from Jude Murray.
2. Booking times are when you, the hirer, have access to the studio to until the time you will need to have vacated the studio. All set up/set down time needs to be included within your booking times. If there is another class in the studio after yours please encourage your students not to linger in the studio.
3. Rent charges are outlined in table 1 below.
4. Peak rental slots (5 pm – 9 pm Mon – Fri) will be hired for a minimum period of two calendar months. Bookings are for a minimum two hour session at peak times. Hourly rentals may be available during daytime hours.
5. An invoice will be given in arrears on a monthly basis. This invoice will be sent by e-mail unless otherwise specified. Payment must be made within 14 days.
6. One-off lets for weekend workshops etc. are subject to a 50% deposit upon booking with the remainder payable upon receipt of our invoice.
Cancellations: 14 days notice, thereafter deposits will be retained (unless a suitable alternative booking can be found) Any cancellation after that is with at least 48 hours notice in advance of the booking, otherwise the full hire charge will be due upon receipt of invoice.
7. Your weekly booking can be secured for either six or twelve months if you choose to set up a monthly standing order for the discounted rate (shown in the table below) payable to J. Murray. You may use the studio during your booked period at any time throughout the year. Please note this will not reflect time off for sickness or holidays. The rate is based on an average of 46 weeks teaching in one year and allows you to spread the cost of your lets in a budget friendly fashion.

8. Should you wish to permanently discontinue, or permanently alter any of your class times, please give at least two weeks notice.
9. Should you have to miss a class/classes due to an unexpected cause, (i.e. an illness) please try to notify us as soon as you know. If we or you cannot arrange cover for your class it is your responsibility to let members of your class know that the session is cancelled. Please ensure that you keep contact details for your class members. We advise storing mobile phone numbers in a group so that you can quickly send out a text message at short notice. Cancellations at short notice will be charged, except in the case of adverse weather conditions.
10. How members of your classes pay for their attendance is at your discretion.
11. YOGA TEACHERS - it is your responsibility to arrange this cover and access to the building for the cover teacher. Please do not arrange for a teacher to cover your class if you do not know them or their teaching.
12. We would advise asking students to fill out a registration form when signing up for classes.
13. Block booking or class tickets schemes are at your discretion and are valid for your classes only.

Use of the Facilities

1. In the Moment will advertise your classes and workshops in our literature, website, Facebook pages etc. There will also be a notice board within the space on which we will advertise your classes. Any other advertisement of your classes is your responsibility. It is your responsibility to promote and increase attendance at your classes.
2. Please refer to and adhere to our 'Guidelines for attending classes at ITM' information sheet. Any further regulations that you wish to instil into your classes are at your discretion.
3. If there is a session taking place in the studio before your class please do not enter until your allotted time. If there is no-one in the studio before you, the studio will be available 15 minutes before your allotted time.
4. No shoes are allowed in the studio. If you are running a class for which footwear is required, soft soled shoes which have not been worn outside are permitted e.g. dance or ballet shoes, slippers etc. Absolutely no high heels at any time as this will damage the floor. Please respect this rule. If the floor becomes soiled, then please brush and mop the floor with the eco friendly cleaning materials supplied.

5. Wheelchair users. Ground level access to the building is to the rear, via the lane which runs along the back of the centre. There is lift access to all floors. We invite wheelchair users to clean the wheels of their chair before entering the studio with the same eco-disinfectant we use for mat cleaning (provided). Depending on the type of wheels, the chair may need to sit on additional matting once in the studio to protect the floor from marking.
6. Certain dance activities e.g. contemporary dance will require using our vinyl roll out dance floor. Because of the time involved in installing this on a temporary basis, we make a charge for its use outlined in our table of charges below.
7. Please do not mark with high impact flooring with chalk or any other substance. Gaffer or masking tape may not be used to mark the floor, if you need to create marks for rehearsal purposes please use a low adhesive, non marking tape such as electrical tape.
8. Folding chairs are available if required for seminars, workshops or therapy groups. These chairs are equipped with additional padding on the legs to protect our flooring. This padding should not be removed.
9. Any spillages should be cleared up immediately.
10. Candles may be used but must be contained within appropriate candle holders. Candles must not be placed directly on the floor or near to the walls and must not be left unattended at any time.
11. Incense is permitted for short periods but be aware that there are sensitive smoke detectors in the studio and in the rest of the building. Ensure that incense is extinguished before the end of your class. Incense must be used in one of the holders provided and must not be placed on the floor. Do not leave it unattended.
12. Heating is provided by wall mounted convector radiators and controlled by a thermostat. Please respect the environment in your use of heating. If it becomes too hot, please reduce the temperature on the thermostat rather than open windows to allow heat to escape. We recommend turning on the heating at the beginning of your class to bring the room up to temperature and turning it down as the class starts. You may wish to put it back on at the end if you practice a relaxation.
13. You may open windows to ventilate the room if required. Please don't use windows to regulate temperature as this wastes energy. Make sure you close them before leaving the building.
14. The music system has provision to play CDs or MP3 players. In respect for other users of the building, please do not increase the volume beyond a reasonable level. Use of more powerful sound systems is not permitted – without prior go ahead - in respect for other activities going on in the building.
15. Yoga mats are available to borrow. We ask for a 50p donation for this service to cover the cost of purchasing cleaning materials. Please ask students to wipe down their borrowed mat with the materials provided after they have used it and to roll it up neatly before placing it back in the basket.

16. For reasons of hygiene etc. we encourage people to buy their own mats.
17. Any damage caused to any of our facilities during your class or by a member of your class will be held as your responsibility. Please encourage your students to treat our facilities with respect. Any misuse of equipment must be paid for.
18. Please make sure that the toilet facilities are clean and tidy and that there is enough toilet roll etc. (a stock of paper, soap etc. is in the cleaning cupboard in the church basement) If you have a large group and you expect to use a lot of loo roll, please buy some.
19. Leave the studio clean and tidy. Bag any rubbish and take it with you.
20. If you have a regular class at ITM you will be supplied with a set of keys for which there will be an £10 deposit (returnable upon surrender of the keys) These are solely your responsibility and must not be passed to anyone else (e.g. for class cover) without prior consent of the studio management.
21. If you have a one-off booking the building we will either arrange to open the building for you or we will send you a set of keys, or arrange to meet you. These keys must be returned immediately after your workshop is finished
22. Please ask your students to respect the environment of the Unitarian Church buildings which are a worship space. Please ask them to keep noise to a minimum in the stairwell and corridors and not to access any other rooms.
23. If you are running a longer event e.g. a weekend workshop which includes meal breaks, we would ask that you urge your students to leave the building during this time. There are a number of cafes and sandwich shops nearby. The café at the Mitchell Theatre is excellent and has plenty of seating.
24. Students will access the building via a door entry system. You will be able to buzz them into the building. Please do not let anyone into the studio unless they are a member of your group and you know who they are. If the door bell rings and it is not a member of your group, we ask that you do not permit them access to the building.
25. Unless there is a teacher in the studio immediately after you, please ensure that you turn off all lights and heaters, extinguish any candles and incense, close any windows and securely lock the studio door upon departure. Please switch off lights in the toilets, corridors and stairwells on your way out. If you are the last to leave the GUC premises, you may also need to lock the front door. Doors are fire doors and must not be wedged open for any reason.