



## External Renter Group Room Policy

1. Atlanta Center for Wellness (AC4W), LLC, will rent any group room for \$100/hour, \$600/full day, or \$1100/Saturday and Sunday. No marketing, food, or registration is included, although workshop may be advertised by AC4W. This is for groups where outside entities simply come and use the space. Room rental fees may vary depending on circumstances.
2. Workshop presenters will have the option of paying 10% of their total registration as opposed to an hourly fee if they are doing a series of workshops or groups over time (i.e. 8 consecutive sessions of a class). These would be workshops where AC4W is not responsible for registration or administrative services.
3. In circumstances in which AC4W practice members run programming with entities who are not part of AC4W, a 10% fee for the room use may be charged instead of an hourly rental. No marketing, food, or registration is included. Room rental fees may vary depending on individual circumstances.
4. In courses that are taught by faculty who are not associates of AC4W and where marketing brochures/flyers are created by AC4W, and the program is promoted by AC4W, AC4W will keep 30% of the total earnings. No food or registration is included. In courses where marketing, registration, and payment are taken care of by AC4W, a minimum of 40% (depending on circumstance) of total earnings will be kept by AC4W or an instructor fee will be negotiated. If CEUs are obtained, the fee goes up to 50% or more. Any cost for food, materials, CEUs, etc. Will be deducted before the percentage split.
5. At times, AC4W will bring in outside speakers and pay them a fee to present workshops or groups. In this case, the agreed-upon payment for service will not change based on the number of participants. AC4W will collect all fees from participants and the workshop leader will be paid the flat rate agreed to at the time of the contract agreement.
6. For all group room renters, tables and chairs will be provided and set up either classroom style or in a U shape, depending on the workshop leader's request. There will be a 70" television monitor available as well. All external group room renters will sign and abide by the group room rental policy.