



**BodyVibe Studio Teacher Agreement**

999 Andersen Drive, Suite 170 | San Rafael, CA 94901

Email: [deborah@deborahjwalker.com](mailto:deborah@deborahjwalker.com) | Phone 415-577-4621

*Our goal is for teachers to enjoy a wonderful place to teach and build a community of like-minded individuals that will help to support your work and your dream. Please be mindful that we are a shared space and please, treat it like your own. Thank you and welcome!*

**Your Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Facebook Page, Website and/or Instagram  
\_\_\_\_\_

**REQUIRED BEFORE TEACHING**

Please provide a Certificate of Liability insurance naming Deborah Walker, John Ettema, BodyVibe Studio and Nia Marin before your first class commences. You can cut and paste or copy this for your insurance company:

BodyVibe Studio, Nia Marin, Deborah Walker, John Ettema  
999 Andersen Drive, Suite 170  
San Rafael, CA 94901 • 415-577-4621

(Please sign form and submit via mail, text or email to [deborah@deborahjwalker.com](mailto:deborah@deborahjwalker.com) / 415-577-4621

[Bodyvibestudio/rental/teacherrentaloverview.docx](#)

## The Basics:

In order to maintain a safe, clean and professional setting for all our teachers and students we ask that all instructors read and agree to the following requests:

1. Please do your best to arrive 15 minutes prior to the start of your class so that you can relax and prepare for your students' arrival.
2. Let's do your best to keep the dance floor clean and nice. Please sweep the studio floor of any debris after each class. A broom is located in the hall area.
3. All props, yoga mats, pillows and blankets should be folded **neatly** and returned to their storage places.
4. Please keep our space safe. **LOCK all 4 doors when leaving.** 3 doors to outside area and 1 door to hallway bathroom area.
5. If there is a problem, text or call Deborah immediately. Be sure my phone number is in your phone: Deborah Walker 415-577-4621. (In the event of an emergency other than 911 and you cannot reach me, please contact Toni Walker 415-465-0432)
6. Although we do have a Lost & Found and try our very best, please be mindful to not leave personal or professional items behind. Nia Marin and BodyVibe Studio shall not be responsible for any personal property of teachers, renters or any customers, students, or invitees of renter left in the premises.
7. To help avoid tripping and maximize the space on the dance floor, please invite your students to stash their coats, purses, water bottles, shoes, etc. in the cubbies.
8. If you are not able to teach your class and cannot get a sub, please notify Deborah immediately so we can update the website. Please notify your class via email and/or text and please put a note on the door of the studio or have someone do for you so people do not arrive at a locked door.
9. Although your classes, workshops, and events have priority over other rentals at BodyVibe, there may be the rare occasion when you are asked to move or cancel your class to accommodate any remodeling needs of the studio or an occasional special event. BodyVibe Studio reserves the right to cancel classes and will make every effort to provide 14 days notice of cancellations. Please read additional information regarding cancellations below at signature line.
10. Let's work together to create a safe and happy environment for all!

**Payment Policy:** For ongoing classes once your request for a class schedule is approved, payment is due on the first day of the month that your classes start. And your monthly rent is due on the 1<sup>st</sup> of every month thereafter for your upcoming classes to ensure the space is yours. All rental payments shall be made by cash, PayPal ([Deborah@deborahjwalker.com](mailto:Deborah@deborahjwalker.com)), Venmo or check payable to Deborah Walker. If this creates hardship for you, please let Deborah know and we will try and work with you to find a suitable payment solution.

**Class Cancellations:** We hope you do not need to cancel your class very often if ever. It can be damaging to the reputation of the studio and the independent teachers that teach here to have new clients arrive to a locked studio door. Hopefully you can find a sub for your class and if not, please be sure to follow instructions under number 8 above. If your class is at prime time and you already paid the rent and need to cancel your class we will do our best to find a suitable time where you can offer a make up the class at no additional rent. If we cannot accommodate a suitable time, we will refund you 100%. Please give us as much advance notice as possible so we can possibly rent out that time slot.

**The fine print** 😊 *I certify I have read, understand and will abide by the facility rules and regulations set forth, that the use detailed on the inquiry form is in compliance with BodyVibe Studio rules, regulations, and requirements. Renter/Agent hereby agrees to hold Body Vibe Studio and individual members thereof free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Renter/Agent. I, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to Body Vibe Studio property shall be compensated within seven days. I agree that this reservation is granted with the understanding that Body Vibe Studio may cancel when the facility is needed for Body Vibe Studio programs. I also understand that BodyVibe reserves the right to cancel any program at any time if deemed necessary by BodyVibe Studio.*

**Agreed to by Owner:**

Print Name

Signature

\_\_\_\_\_  
Deborah J. Walker, Body Vibe Studio Owner

\_\_\_\_\_  
Date \_\_\_\_\_

**Agreed to by Renter:**

Print Name

Signature

\_\_\_\_\_  
Date \_\_\_\_\_