



Classroom Rental Guidelines

Thank you for your interest in booking the classroom at Sacred Money Studios, LLC.

Please review the rental guidelines below and fill out this [inquiry form](#) if you would like to make a reservation.

Sacred Money Studios and Prosperity Pie Shoppe is a place where people gather and practice being in a flourishing relationship with money through coaching, classes, community events and best of all, pie!

Our café serves locally sourced sweet and savory pies (with gluten-free and vegan options), soup, salads, gourmet coffees and teas, beer, wine and cocktails.

Our Studio and Cafe hours are:

Monday - Thursday 8am-9pm

Friday 8am-10pm

Saturday 9am-10pm

Sunday 9am-9pm

With special arrangements, we may be able to open earlier or close later.

Classroom Details

- The classroom is a separate enclosed space from the café.
- The classroom holds up to 15 people seated comfortably, the maximum capacity is 18.
- There are 4 long narrow rectangular tables for your use.
- You can move the tables and chairs in any arrangement, but we ask that you put them back how you found them according to the map and information we provide.
- You can rent tablecloths from us, or bring your own.
- There are three electrical outlets spread throughout the room.
- Free Wi-Fi – the password is posted in the room, or feel free to ask us.
- White board – there is a whiteboard on the wall and we have a limited selection of markers.

- We provide no sound equipment, screens, printers or other technology. If you want to play music, you will need prior approval as you will need to be sensitive to our customers in the pie shop.

Space Usage Guidelines:

We value cleanliness in our classroom and ask for your support in keeping the classroom clean and tidy.

We are unable to allow outside food or drink. We have self-serve water in the café that you and your attendees may use. We would love for you to support the cafe by purchasing food and drinks, but it is not required.

We are unable to allow candles in our our studio or café. We suggest flameless candles for light, diffusers for scent, and spy paper and water if you are doing any type of releasing ceremony. If you would like to use incense or smudging in the classroom, please let us know so we can discuss safety concerns.

We love animals and your service animals are always welcome.

Set up/Clean up

- Please include in your reservation the time it takes to set up and clean up.
- If you have moved the tables and chairs, please stay afterwards to move them back to how you found them. A map of how the room should be set up is posted on the wall.
- Erase the dry erase board if you have used it.
- Please bring all dirty dishes to a bus tray in the cafe.

Studio Rental

Deposit: There is a \$50 cleaning deposit which is refundable.

Rental Rates: Flat rate of \$50 per hour. It can be rented by the hour or half hour increments with a one hour minimum. For example, a 1 ½ hour rental costs \$75. Your **Reservation will be confirmed when the full payment is received.**

Tablecloth rentals: If you would like to use our tablecloths, the fee is \$5.00

Cancellation Policy for hourly rental

- **For a 90% refund**, cancellation must be made 30 days prior to the reserved date. We keep 10% to cover our staff time and bank processing fees.
- **For a 50% refund**, cancellation must be made 14 days prior to the reserved date.
- **If cancellation is made less than 14 days of the date of your event there is no refund.**

All users are required to sign a Classroom Use Agreement before the start date of their event.

Marketing

You are responsible for the promotion of your event.

If your event is public, we will publish the title, description, and any pertinent information on our public calendar. You are also welcome to bring in your flyer to post on our community bulletin board.

Parking

Parking in Multnomah Village is limited. While it can be challenging, you can double park to drop off your equipment and supplies. When you come in, you can place the equipment to the left or right near the large windows.

Where to park? Street parking is limited and has a 2-hour limit near the shop. Please read all signs. We are not responsible for parking tickets incurred by you or your guests. Other parking options are in the neighborhood north of Multnomah Village, and the Multnomah Art Center Parking lot. Key Bank is a great option after 6pm on weekdays and all day on the weekends.

Thank you again for inquiring about renting our classroom!