

Welcome to the Tara's Touch & Wellness Collective.

We are so happy to have you using our space to serve your clients.

These rooms are shared by multiple wellness professionals, so please treat the space with care and leave it **clean, sanitized, organized, and completely ready for the next renter.**

Your reservation has been scheduled to include **30 additional minutes of room time for setup, client transition, and cleanup.**

Please do not enter the room before the beginning of your scheduled reservation, and please be completely out of the room by the end of your scheduled reservation.

The renter before you deserves their full reserved time, and the renter after you deserves to enter a beautiful, clean, ready-to-use space.

1. ENTER THE BUILDING

Come in through the main front door of the building.

The building is usually open between approximately **8:30 am and 6:00 pm.**

If the front door is locked, there is a lockbox located **to the right of the front door when you are facing it.**

If you are coming outside normal building hours and need the building lockbox code, please text Tara at **818-489-2703** before your reservation.

2. GO UPSTAIRS TO SUITE 201

Go upstairs to **Suite 201.**

There are lockboxes mounted on the wall to the right of the suite entrances.

Please make sure you use the lockbox for the space you have reserved.

RENTING TARA'S ROOM IN STUDIO A?

Use the **Studio A lockbox.** The **TOP lockbox** is for Studio A.

You should have received the Studio A lockbox code with your reservation information if you will need access.

RENTING A ROOM IN STUDIO B?

Use the **Studio B lockbox.** The **BOTTOM lockbox** is for Studio B.

You should have received the Studio B lockbox code with your reservation information if you will need access.

Use the appropriate key to unlock the suite.

SELF-GUIDED RENTER INSTRUCTIONS

Treatment Room & Movement Studio

3. RETURN THE KEY

Once you have entered your suite, **immediately return the key to the lockbox.**

Please close the lockbox securely and scramble the numbers.

This keeps the key safely available if you need it again during your reservation or if anyone else will need it.

4. PREPARE THE ROOM FOR YOUR CLIENT

You are welcome to prepare the space for the service, class, or session you will be providing.

Please be mindful that this is a **shared professional space.**

You may adjust the room as needed for your session, but anything you move should be returned to its original location before you leave.

Please do not permanently rearrange, remove, attach, hang, tape, or alter anything in the room.

Bring with you any professional supplies that are not specifically provided as part of your rental.

There is no personal storage available between reservations, so please plan to take all of your supplies and belongings with you when you leave.

5. BE MINDFUL OF YOUR RESERVED TIME

Your reservation includes additional time specifically to allow you to prepare the room and clean up afterward.

For example:

60-minute client session = 90-minute room reservation

90-minute client session = 2-hour room reservation

That additional time is already included in the reservation shown on your schedule. Please use it wisely.

Do not enter the room before your scheduled reservation begins.

Please also plan your session carefully enough that you have sufficient time afterward to:

- Escort your client or participants out
- Remove your linens and supplies
- Sanitize the room and equipment
- Reset the space
- Return furniture and equipment
- Gather your belongings
- Take care of any trash
- Lock the suite

SELF-GUIDED RENTER INSTRUCTIONS

Treatment Room & Movement Studio

5. BE MINDFUL OF YOUR RESERVED TIME (cont.)

You must be **completely finished and out of the room by the end of your reserved time.**

Please do not allow your client session or class to run into your cleanup time.

IF YOU OR YOUR CLIENT ARE LATE

Your reserved time **cannot be extended because of a late arrival.**

If you arrive late, or if your client arrives late, the appointment and room reservation must still end at the originally scheduled time.

Any time lost due to lateness is forfeited and cannot be added to the end of the reservation.

The full reserved time will still be charged accordingly.

Please adjust the length of your client session as needed so that you still have adequate time to clean, sanitize, reset the room, gather your belongings, and be completely out by the end of your reservation.

This is important because another professional may be scheduled to use the room immediately after you.

6. DURING YOUR SESSION

While you are using the space, please help us maintain the peaceful and professional environment of Tara's Touch & Wellness.

Please:

- Keep voices, music, and other noise at a respectful level.
- Be mindful of other professionals and clients using nearby rooms.
- Supervise your client or participants while they are in the facility.
- Keep hallways and shared areas clear.
- Use only the room and amenities included with your reservation.
- Treat all furniture, equipment, and supplies with care.

Please do not allow clients to enter other treatment rooms, offices, or private spaces.

7. AFTER YOUR CLIENT OR SESSION

Please begin your cleanup promptly so you have plenty of time to prepare the space for the next renter.

Remove all linens and supplies you brought with you.

Take all personal and professional belongings with you.

SELF-GUIDED RENTER INSTRUCTIONS

Treatment Room & Movement Studio

7. AFTER YOUR CLIENT OR SESSION (cont.)

Dispose of any appropriate trash.

Then sanitize all surfaces and equipment that you or your client used.

For treatment rooms, this may include:

- Treatment table
- Face cradle
- Bolsters
- Stools
- Chairs
- Counters
- Equipment
- Door handles or other frequently touched surfaces

Please use the provided disinfecting supplies as appropriate.

The space should be fully sanitized when you leave.

IF YOU ARE RENTING THE MOVEMENT STUDIO

Please sanitize any yoga or movement equipment that you or your participants used.

When you are finished:

- Wipe down all yoga mats, blocks, straps, and other shared equipment used during your session.
- Return all **yoga equipment to its designated place in the hallway.**
- Please do not leave yoga equipment inside the Movement Studio.
- Use the **Swiffer located in the corner of the hallway near the yoga mats** to give the studio floor a quick cleaning.
- A spray bottle containing disinfecting solution is provided. Lightly spray the floor as needed, then run the Swiffer over the studio floor.

This does not need to be a deep cleaning. **A quick wipe over the floor after your session helps us keep the studio fresh, clean, and beautiful for the next renter.**

Thank you for taking those few extra minutes to care for the shared space.

8. RESET THE ROOM

Before leaving, return the space to the way you found it.

Please:

- Return the treatment table to its standard position, if applicable.
- Return the face cradle and bolsters to their designated places.
- Return chairs, stools, and furniture to their original locations.
- Neatly return any equipment you used.
- Return Movement Studio yoga equipment to the hallway.

SELF-GUIDED RENTER INSTRUCTIONS

Treatment Room & Movement Studio

8. RESET THE ROOM (cont.)

Please:

- Remove all of your supplies.
- Remove your linens.
- Make sure no personal belongings have been left behind.
- Empty or remove any trash generated by you or your client as appropriate.
- Leave all surfaces clean and uncluttered.

Take one final look around the room.

The goal is for the next renter to walk in and feel as though they are the first person using the space that day.

Please leave it beautiful.

9. BEFORE YOU LEAVE

Before leaving the suite, please make sure:

- Your space is clean and sanitized.
- All furniture and equipment have been returned to their original locations.
- All of your personal and professional belongings are with you.
- Used linens and supplies have been removed.
- Movement Studio equipment has been sanitized and returned to the hallway, if applicable.
- The Movement Studio floor has been given a quick wipe with the Swiffer, if applicable.
- Trash has been handled appropriately.
- Equipment has been turned off.
- Lights are turned off as appropriate.
- **If you changed the room temperature during your rental, please return the thermostat to our standard setting of 78°F before leaving.**
- The room is completely ready for the next renter.

Please do not leave cleanup for Tara or for the professional coming in after you.

Resetting the space is part of your rental reservation.

10. LOCK UP WHEN YOU LEAVE

Retrieve the appropriate suite key from the lockbox.

If you rented **Tara's Room**, use the **Studio A key**.

If you rented a room in **Studio B**, use the **Studio B key**.

SELF-GUIDED RENTER INSTRUCTIONS

Treatment Room & Movement Studio

10. LOCK UP WHEN YOU LEAVE (cont.)

Use the key to lock the suite door behind you.

Return the key to the appropriate lockbox.

Close the lockbox securely and **scramble the numbers.**

Please physically double-check that the suite door is locked before leaving.

NEED TO USE THE RESTROOM?

The restroom key is located near the suite door.

Before stepping into the hallway, **make sure your suite door is unlocked before allowing it to close behind you.**

If you accidentally lock yourself out, don't worry.

You can use the appropriate suite lockbox key to let yourself back inside.

Please return the restroom key to its designated place when you are finished.

IF SOMETHING ISN'T RIGHT

If you arrive and discover that something is damaged, missing, unusually dirty, or not functioning properly, please let Tara know as soon as possible.

Likewise, if something is accidentally damaged during your rental, please communicate that promptly.

Please do not attempt to repair equipment yourself.

BEFORE YOU GO...

Ask yourself one simple question:

Would I be happy to walk into this space and begin my next client session exactly as it looks right now?

If the answer is yes, you're ready to go.

Thank you for helping us maintain a beautiful, clean, peaceful, and professional environment for everyone who uses the space.

WIFI NETWORK Taras Touch

WIFI PASSWORD Wellness201

CONTACT INFORMATION

Tara Lewallen via text (818)489-2703