



Facility Application

InPower Institute, a division of Emerging Wisdom, is a center for community healing and optimal living. We offer sacred space and sanctuary to people in need of rest, restoration, right relationships and renewal. We occupy a nearly 3,000 square foot facility that provides inspiring, beautiful spaces for the mind, body and soul.

Our community includes healers, sages, seekers, teachers, change agents, activists, spirit workers, earth allies, artists, revolutionaries and blooming humans working to advance wholeness and well-being where we live, work and play. We provide programs, workshops and services in six core areas: 1) abundant living, 2) community and justice, 3) cultural arts & expression, 4) harmonious relationships, 5) holistic health and healing and 6) spiritual growth and discovery. If you are interested in conducting trainings, providing services, or hosting events at InPower in any of these areas, please complete this form or contact Dr. April Warren Grice, our center's Director at 314-832-1669 or awg@emergingwisdomllc.com.

Background Information:

First Name _____ Last Name _____

Street _____ City _____ State _____ Zip _____

(_____) _____ (_____) _____ _____
Home Cell Email

Brief description of Event/ Program/ Service/ Workshop you want to offer:

Dates / times you are requesting facility space: (Ex: My class will meet each Monday during the month of May from 4-6 p.m.)

1st Choice: _____

2nd

Choice: _____

3rd

Choice: _____

How did you hear about us?

Emergency Contacts:

Please provide contact information for one person that can be notified in case of emergency.

First Name	Last Name	Relation to you	
Street	City	State	Zip
(____) _____	(____) _____		
Home	Cell		

Facility Amenities & Fees:

- **Audio Visual Equipment:** The following are available upon request:
 - LCD Projector: Fee = \$30
 - Projector Screen: Fee = \$10
- **Main Rooms:** Community Room (490 square feet), Large Conference Room (259 square feet), and Library (154 square feet)
- **Rental Option 1:** For programs, workshops and services offered within InPower’s six core areas, the fee for use of the facility is \$30 for 4 or less hours and \$100 for 5 to 8 hours
- **Rental Option 2:** For activities and events outside of InPower’s core areas or that are of a personal nature (like a birthday party or bridal shower), the fee for use of the facility is \$100 / hour with a 2-hour minimum
- **Kitchen:** (without stove access) No fee
- **Meditation Room:** No fee, limited availability
- **Conversation Lounge:** No fee, limited availability
- **Seating:** 50 folding chairs available. No fee
- **Tables:** 6 rectangular folding tables available. No fee
- **Web-based Promotions:** InPower can promote your event/ workshop/ program via its communication channels if desired. You must provide an event/ program/ workshop description, picture (if available), contact information (telephone or email), participation/ registration fees, date and time, and a link to your website (if available). Information must be given to facility staff at least 4 weeks before event. No fee

Rules For Renting & Using Facility:

- **Deposit:** 50% due when facility use agreement is signed. Balance of rental fees due 7 days before event/ workshop/ program
- **Cancellation:** If cancellation occurs 7 to 14 days before event/ workshop/ program, deposit is retained. If cancellation occurs fewer than 7 days before event/ workshop/ program, full rental fee is retained
- **Capacity:** Maximum number of people in large meeting room at one time (seated theater style) may not exceed 40
- **Children:** Children must be accompanied by parents or supervised by an adult associated with event/ workshop/ program at all times while in facility
- **Facility Condition:** Facility should be left in same condition as it was found. Clean up after event/ workshop/ program. Basic cleaning supplies located in the closet off of the library
- **Food & Beverages:** Food and drinks are not provided. Approval for outside food and beverages must be obtained from facility staff
- **Hours of Operation:** Facility available for use between 8am and 12 midnight
- **Noise:** Keep noise to a reasonable level. Noise should not be able to be heard from outside / across street. Be respectful of tenants working in the facility on the upper and lower levels.
- **Right Fit:** InPower reserves the right to select programs that are appropriate for facility size and purpose