

Collaborative Counseling's Community Guidelines

The Underground Space Rental

These community guidelines have been established to encourage cooperation and standards among the humans who are using this space. Any feedback or suggestions that you have to offer are welcomed.

Payment and Cancellations:

Payment may be made by Zelle transfer using the Zelle ID: jkemp@denverccc.com
Total due is based on the type and length of use. Rental fees are detailed below. Payment is due in full at the time of booking.

Any cancellation will be subject to a 10% fee to cover credit card charges and processing. Cancellations made, via email, more than 7 days prior to your reserved time will be given a full refund. Cancellations made between 4-7 days prior to your reserved time will receive a 50% refund. Cancellations made fewer than 4 days prior to your reserved time will not receive a refund.

I. Classes, Events & Private Rooms:

- A booking does not provide you with a lease, access, or use of the space beyond the specified time and description.
- During your booking, you are responsible for the following:
 - (i) the behavior and acts of any attendees, service providers, or others who access the space as a part of your booking, and
 - (ii) ensuring that the user does not exceed any limitations identified in the booking.
- You are responsible for maintaining the cleanliness and energy of the space.
- You must schedule your time with a buffer of 30 minutes before and after your booking to ensure time for setup and cleanup. If your event is scheduled from 1 pm to 4 pm, you must reserve your booking from 12:30 pm to 4:30 pm.
- At the end of your booking, please empty all trash cans into the kitchen trash can. If you need to remove the bag, replacement bags are under the sinks, please replace any that are full. If you have food trash, please take the trash out and place it in the trash barrel located on the east side (alley side) of the building. There is also a bin for recycling in the kitchen, please empty it into the recycling barrel on the east side of the building, when full.
- If you or any clients use any dishes or glasses, please place them in the dishwasher or hand wash, dry and put away.
- You are responsible for and accept all liability for any intentional or unintentional damage done to the space or amenities during your booking by attendees or service providers. If damage occurs, please document with photos and send us an email immediately.

- Cleaning fee - if you leave the Underground at CCC in such a state that more than minimal cleanup must be done by someone else after your booking, you will be charged \$50. If this is a recurring issue, you will be asked to pay an additional \$100 every time you book the space.

III. Community Expectations:

- Treat others with kindness and respect.
- Keep voices low in the common area when treatment rooms are in use
- Add to the community altar, do not remove anyone else's offerings.
- Treat The Underground at CCC as if it were your own home.
- Leave the space better than you found it.
- Uplift and promote other CCC community members.
- Hold others accountable while also taking responsibility for your actions.
- Do not engage in illegal activities on the premises.
- We love our neighbors. Please keep voices low when outside, especially at night, and please stay on our property.

IV. Insurance:

We ask that our facilitators acquire professional and general liability insurance to ensure adequate coverage for their event. It is essential to maintain this insurance throughout the term of our agreement to protect all parties involved. Thank you for your attention to this matter.

- General Liability: Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - \$1,000,000 each occurrence;
 - \$300,000 damage to rented premises;
 - \$15,000 med expense (any one person);
 - \$1,000,000 personal & adv. Injury;
 - \$1,000,000 general aggregate; and
 - \$100,000 products – comp/op aggregate.
- Professional liability insurance covering any damages caused by an error, omission, or any negligent act with minimum limits as follows:
 - \$1,000,000 for each occurrence; and
 - \$1,000,000 general aggregate.
- Additional Insured: **Collaborative Counseling PLLC** shall be named as an additional insured on all commercial general liability policies.
- Certificates: The facilitator shall provide CCC certificates evidencing the insurance coverage required, via email to info@denverCCC.com, at the time of the booking.

If you have any questions or issues regarding insurance, we are happy to work with you to come up with a solution. Please contact us at info@denverCCC.com.

A copy of the above guidelines will be emailed to you upon successful booking through the booking service site. All facilitators, counselors, or healers must provide a copy of their insurance coverage as outlined above via email to info@denverCCC.com. If you need a W9 from CCC, please email us and we will provide one for the year requested.

To have your event featured on our website or Instagram for cross-promotion, please provide CCC with an event description that includes event name, event information, registration details, contact information, photos, or graphics. We do not create promotional materials. Our cross-promotion will showcase your content while incorporating our branding. Once you provide your materials to CCC, we will post it within 5 business days. Send to: info@denverCCC.com.

About the space:

You will love our cozy space, centrally located in the DU area. Our completely renovated and thoughtfully decorated space is outfitted with two treatment rooms, a community space and a full kitchen.

Our treatment rooms are outfitted for talk therapy, sound therapy, Psychedelic Assisted Therapy, Acupuncture or Massage (bring your own table)...etc. (Please contact us about your unique modality to see if we can make it work).

Our community space can comfortably seat 12 people for group therapy, breathwork, sound healing, lectures, workshops etc. Use our kitchen for serving hors d'oeuvres, doing a cooking demo or teaching an herbal medicine class. Have other ideas? Contact us and we will see if we can make our space work for you.

Due to the layout of the space, we rent in the following configurations:

1. Rent an Individual treatment room
 - a. includes shared access to community space and kitchen
2. Rent The entire space
 - a. Includes two treatment rooms, common space/kitchen available for programming

All rentals include:

- WiFi with high speed internet
- Sonos speakers in each treatment room as well as community room
- Use of community space as waiting room
- Use of community kitchen for tea, water etc.

Our Treatment Rooms: "Expansion" and "Connection"
(ask us about bulk or extended rental options)

"Expansion" (South) Treatment room

Rental Cost: \$100/4hr or \$200/12hr

- Desk and chair for provider
- Daybed with trundle for couples sessions
- 2 chairs for processing/ therapy sessions
- Private bathroom

“Connection” (North) Treatment room

Rental Cost: \$100/4hr or \$200/12hr

- Desk and chair for provider
- Two recliners for sessions
- Private bathroom

The entire Underground at CCC space

Rental Cost \$150/4hrs or \$300/day

- 2 treatment rooms (both outfitted for talk therapy, PAT sessions or holistic health)
- 2 bathrooms
- Community space that can be used for programming
- Community kitchen that can be used for programming

Check-in process on day of use:

Take photos

1. Community room/kitchen area
2. Treatment room(s)
3. Bathroom(s)

Check-out process:

1. Consolidate all trash into kitchen trash can (under sink) - if full or containing food, take outside to trash barrel located on alley side of building. Replace trash bag, if trash is taken out.
2. Empty recycling into barrel outside, on alley side of building
3. If daybed was used; strip sheet(s) and place into washer, then make bed(s) with clean sheets (in closet). If there are no more clean sheets in the closet, start the washer.
4. Take photos
 - a. Community room/kitchen area
 - b. Treatment room(s)
 - c. Bathroom(s)
5. Turn out lights and turn off electric votives
6. Sing a song, ring out a chant, hum a blessing
7. Check to be sure that the door locks behind you.
8. Send before and after photos to Info@denverCCC.com