



WORKSHOP FACILITATOR AGREEMENT & SPACE GUIDELINES

Thank you for sharing your gifts and offerings at Agape Healing Arts. It is our intention to maintain a space that feels clean, welcoming, organized, and energetically aligned for all who enter. These guidelines are here to support a smooth, respectful, and nourishing experience for facilitators, guests, and staff alike.

Facilitator Responsibilities

Facilitators operating under the 70/30 split are responsible for the full flow of their offering, including setup, check-in, care of the space, and closing duties. This includes arriving early to prepare the room, welcoming guests with presence, returning the studio to its original condition, and completing all required administrative tasks.

Before Class

Please arrive at least 30 minutes early to prepare and settle into the space.

Be sure to complete your name, date, and time on the sign-in sheet before class begins.

After Class

Please leave the studio clean, reset, and ready for the next practitioner by completing the following:

- Blow out all candles
- Return all props, cushions, blankets, and supplies to their proper place
- Reset the room to its original layout according to reference photos
- Sweep the floors and remove any sand or debris
- Spot clean the bathroom and empty the trash
- Set the air temperature to 78 degrees
- Turn off all lights and ensure all doors are locked



Administrative Requirements

To support accurate records and timely payment, all students must be checked in through Mindbody, and each participant must have a signed liability waiver and photo on file. Please also make sure all required class information is completed on the sign-in sheet. Incomplete check-ins or missing paperwork may delay payment and may result in a service fee.

Payment Structure

70/30 Split – Facilitator Led

The facilitator receives 70% and is responsible for promotion, setup, check-in, breakdown, and completion of all administrative tasks. Agape Healing Arts will gladly repost tagged content and include the workshop in the monthly email newsletter.

50/50 Split – Agape Supported

Agape Healing Arts provides additional marketing support, check-in assistance, and closing support under this shared model.

Service Fee

If the space is not properly reset, the closing checklist is not completed, or administrative responsibilities are left incomplete, a \$30 service fee will be applied to cover the time needed to restore the space and complete any remaining tasks.

Insurance Requirement

All facilitators must carry active professional liability insurance and submit a current Certificate of Insurance prior to hosting any workshop. The certificate must list the following as additional insured:

Agape Healing Arts
222 S US Highway 1, Suite 1
Tequesta, FL 33469

Shaw Properties
222 S US Highway 1
Tequesta, FL 33469



Agreement

By hosting workshops at Agape Healing Arts, you agree to uphold these guidelines with care, respect, and mindfulness for the space, the community, and the shared experience we are creating together.

I acknowledge that I have read, understand, and agree to follow this policy.

Staff Member Name: _____

Signature: _____ **Date:** _____