



## HEALTH CHOICES RENTAL CONTRACT *INFORMATION*

### ☒ Basic Rental

The basic rental includes the space for the times specified in your contract; utilities including heat, A/C, water; use of kitchen facility when available [please specific if you need the kitchen for your seminar]; use of restrooms and common areas; chairs, back jacks and massage tables. You may come in two hours before your seminar or the evening prior to the seminar to set up the room provided the space is not being used for classes. Please call Susan or Renate to arrange for this.

### ☒ Rental with coverage for awarding NCBTMB "A" Continuing Education Units.

Health Choices Institute & Holistic Massage School maintains certification as a provider of the National Certification Board of Therapeutic Massage & Body work's Continuing Education Units, level "A".

In order to be eligible to offer CEUs under the Health Choices umbrella, we require all seminar providers to submit bios on the teachers, a detailed curriculum and a sample of the materials to be used in the seminar for review. You will be notified of approval of the program within two weeks.

The fee structure for this arrangement is an 80/20 split of the gross proceeds on the seminar or workshop in addition to the rent. The 20% to Health Choices helps us maintain our standing with the NCBTMB and the quality of the programs offered here. Health Choices prints and provides the actual certificates, so names of participants must be provided *as they will appear* on the certificate including any professional initials after the name.

As part of this agreement Health Choices will provide the presenter with the Health Choices mailing list to aid promotion. We will also provide a link to the presenter's website with a short announcement of the seminar on our website. The presenter will provide the information requested above as well as full disclosure of proceeds.

Health Choices does not actively promote your seminar, take registrations for your seminar or setup the space in advance. All other conditions of the Basic Rental apply.