

gem studio guidelines

signage: as the studio is a bit of a 'hidden gem,' it is helpful to alert first timers to its tucked away location. feel free to move the a-frame if you want to be more visible, just return to the original location upon departure.

key: for one time use, please lock the door, keep door ajar to leave key in the entryway + ensure the door is fully closed/locked as you depart. there is no security alarm but i do employ nest cameras in the space.

lights: main floor lights are located near the front door. *use only the two far left switches* (with sliding dimmers), of the three available immediately to your right as you enter through the front door. turn off all lights upon departure.

waivers: **blank copies of gem's waiver are on the shelves near the entryway lights. movement classes must have new clients complete a gem waiver prior to participation. leave completed gem studio copies in the back office.**

marketing materials: business cards + gem sponsored events may be marketed in the entryway.

tape: no tape on paint or wood; non-compliance will result in loss of security deposit.

temperature: the thermostat is located in the hallway. please be sustainable with its use + turn off upon departure.

floors: a clean floor is greatly appreciated; vacuum, hand sweeper + broom are available for use

dishwasher: **please start only if full;** leave a note indicating clean dishes for clear communication to the next group.

laundry: if your group uses enough towels to start a load, please do so + notify via text to 503.481.6381

water: **refill brita tank, water pitchers if summer + they are out for use**

trash/recycling: receptacles are located in the kitchenette + the back office. for larger items or overflow, the building bins are located in the parking lot behind the double metal grey doors. they are locked + the key is in the back office

music: stand alone speakers for audio devices are available in both studio spaces, the main room + the zenden.

our toolbox: **do not remove any tools without asking.** gem has lots of wellness tools, that are mostly for community use. depending on the season, dr. jillayne provides meditation cushions + blankets. she kindly shares but please ensure they are returned exactly as you found them. multiple tables, dry erase boards, chairs {35} are available. please return all items as you found them.

movement specialists: please do not bounce any medicine balls in the space. you are welcome to take them outside for power moves, etc....

pocket door to back office: please do not lean anything against the wall outside the pocket door

if anything breaks/accidents occur: information is power! text 503. 481. 6381 asap

departure: please always take a moment to ensure both doors are locked, the window closed/locked, hvac + lights off upon your exit. leaving anything unlocked will result in a loss of security deposit + leaving anything damaged will result in loss of your space deposit.