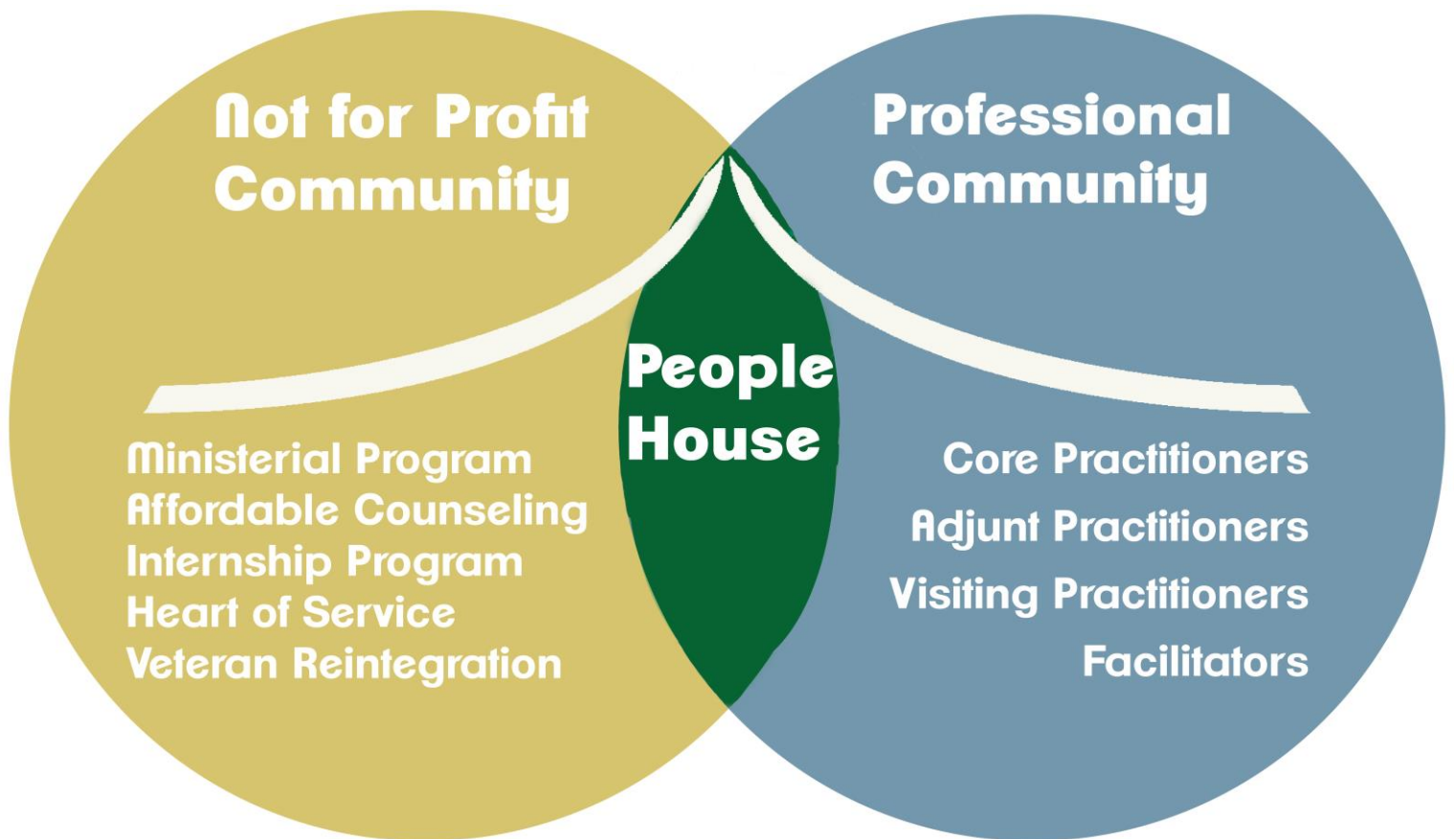




a collaborative community for healing and growth offering holistic resources for life's journey.





# 2017 Professional Participation Levels Overview

If you have questions on any of the Professional Membership Levels please contact Veronica Dieda, [veronicadieda@peoplehouse.org](mailto:veronicadieda@peoplehouse.org) or 303-480-5130

2017 Professional Participation Levels
<p><b><u>Core Practitioners:</u></b> Required of all who lease space 3 or more days per week. It will include a 50 word bio and 3 workshops and 1 Heart of Service in the tri-annual newsletter, a bio on the website, special hourly rates of \$20 per hour / \$100 per day and pre-book hourly space without a deposit.</p> <p><i>*Fees \$425/annually , cap of 50 Private Practitioners</i></p>
<p><b><u>Adjunct Practitioner:</u></b> - everyone who leases or subleases space and are not Private Practitioners will be required to become an Adjunct Practitioner. It will include a listing on our website, newsletter and right to pre-book hourly space at \$25 per hour without a deposit.</p> <p><i>*Fee of \$200/annually</i></p>
<p><b><u>Visiting Practitioners:</u></b> Will be required of everyone who rent space by the hour and is not Private or Adjunct Practitioners. Allows practitioners to reserve space by the hour for several weeks with non-refundable prepayment of \$25 per hour.</p> <p><i>* Fee of \$100/ annually.</i></p>
<p><b><u>Facilitators:</u></b> HoS Facilitators and anyone else who wishes to use PH space but is not one of the above categories. Allows facilitators to put one HoS listing in the tri-annual newsletter.</p> <p><i>*No fee</i></p>
<p><b><u>Active Ministers:</u></b> Individual and group spiritual counseling, HoS facilitation,</p> <p><i>*No fee if events are conducted on a HoS basis</i></p>

\*If you join People House mid-term then the fees will be prorated.



## Brief Overview of Professional Participation Benefits & Requirements

<b><u>Core Private Practitioner</u></b> (holistic practitioners, therapists/counselors, etc. that lease/rent space and are listed online and in newsletter in addition to renting or leasing space)	<b><u>Adjunct Private Practitioner</u></b> (holistic practitioners, therapists/counselors, etc. that lease/sublease space at People House locations and have a link on the People House website to their own website. )	<b><u>Visiting Private Practitioner</u></b> (holistic practitioners, therapists/counselors, etc. that rent space by the hour at People House locations)	<b><u>Facilitator</u></b> (HoS facilitators, individuals who conduct free donation based Heart of Service workshops )	<b><u>Active Minister</u></b> ( <u>Individual or group spiritual counseling, HoS programs, spiritual community participation</u> )
<b>Fees</b>				
\$425 annually	\$200 annually	\$100 annually	\$0 annually	\$0 annually
<b>Benefits</b>				
<ul style="list-style-type: none"> <li>• Access to leasing part-time office or group space</li> <li>• Events and Pic/Bio listed on People House's public website and in the printed newsletter (approximately 7000 distributed to Denver Metro)</li> <li>• Discounted hourly rentals -\$20/hour opposed to traditional \$25/hour</li> <li>• 20% discount on full day weekend workshops.</li> <li>• No deposits required on any hourly rentals</li> <li>• Can pre-book hourly rentals as far out as you would like.</li> <li>• 3 fee based workshop listings and 1 HoS listing in the newsletter</li> <li>• Unlimited workshops listed on the website.</li> <li>• No fee for room space when doing a HoS workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Listing on the People House website and Newsletter</li> <li>• Access to leasing part-time office or group space</li> <li>• Right to pre-book hourly space as far out as you would like at \$25 per hour without a deposit</li> <li>• 20% discount on full day weekend workshops.</li> <li>• No fee for room space when doing a HoS workshop</li> <li>• 1 Heart of Service workshop can be listed in the newsletter and on the website.</li> <li>• Adjunct Private Practitioners on Core Private Practitioner waitlist will be given priority opportunity to Core Practitioner openings.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to leasing part-time office or group space</li> <li>• Can reserve space by the hour for several weeks or months with prepayment of \$25 per hour.</li> <li>• No fee for room space when doing a HoS workshop</li> <li>• 1 Heart of Service workshop can be listed in the newsletter and on the website.</li> </ul>	<ul style="list-style-type: none"> <li>• No fee for room space when doing a HoS workshop</li> <li>• 1 Heart of Service workshop can be listed in the tri-annual newsletter and on the website.</li> </ul>	<ul style="list-style-type: none"> <li>• No fee for room space when doing a HoS workshop and HoS spiritual counseling</li> <li>• Presence on PH newsletter and website</li> </ul>
<b>Requirements</b>				
<ul style="list-style-type: none"> <li>• Required for all who lease space 3 days a week or more</li> <li>• There are limited Core PP spaces available, if full you can be added to waitlist</li> </ul>	<ul style="list-style-type: none"> <li>• Required for everyone who leases or subleases space and is not a Core Private Practitioner.</li> </ul>	<ul style="list-style-type: none"> <li>• Required of anyone who rents space by the hour &amp; is not a Core PP or Adjunct PP.</li> </ul>	<ul style="list-style-type: none"> <li>• Required of anyone who facilitates a HoS who is not a Core PP, Adjunct PP or Visiting PP.</li> </ul>	<ul style="list-style-type: none"> <li>• Required of anyone who wishes to be an active minister or facilitate official PH Church activities</li> </ul>



## Professional Participation Community Application Process

For Practitioners Step 1 - In Person Interview	For Practitioners Step 2 - Application	For Active Ministers
Contact People House Director Veronica Dieda to schedule an in person interview	<ul style="list-style-type: none"> <li>• Fill out rental application (available online <a href="http://www.peoplehouse.org/space-available/">www.peoplehouse.org/space-available/</a> ). Email, mail or bring back (requires signing)</li> <li>• Declare Professional Participation level</li> </ul>	Contact Heather McHugh to schedule an in person interview <a href="mailto:heathermchugh@peoplehouse.org">heathermchugh@peoplehouse.org</a> or 303-243-2998
veronicadieda@peoplehouse.org or 720-333-5130	Include professional references	<ul style="list-style-type: none"> <li>• Fill out application (available online <a href="http://www.peoplehouse.org/space-available/">www.peoplehouse.org/space-available/</a> ).</li> <li>• Include resume Return to Heather</li> </ul>
	Include copy of liability insurance & certification/license, if your profession requires it.	Once application, resume, and references are received and reviewed, must be approved or Spiritual Community Program Director.
	Once application, participation fee, and references are received and reviewed, must be approved by People House Executive Director	Agree to and sign Active Minister Agreement

\* If practitioners wish to change their Professional Participation Level they must discuss this with Veronica Dieda, Executive Director. Any changes will be assessed on a case by case basis and no refunds will be given if a step down in Participation Level is desired. With any step up in Participation Level mid-term a prorated fee will be assessed.



## Core Private Practitioner Requirements & Benefits

*The Core Private Practitioner Professional Participation is required for any practitioner who leases space 3 days a week or more and is capped at 50 participants.*

### Upon Approval of Application

Fees Due	Once Approved you will be:
Annual fee to be a Core Private Practitioner is \$425/Annually	Emailed access codes to online calendar for scheduling rooms for rent
Fee is for calendar year beginning in January	Emailed with door codes to building
Fee will be prorated if you join PH mid-term	Added to People House's email list for event and information notifications
	Your picture, bio and contact information will be added to the website
	Emailed information on how to access the People House website so you can update your bio, add events or workshops, add video's to your bio and make any changes you would like
	Given access to the internal calendar of events, so you can add or update your events as often as you would like

### Core Private Practitioner Benefits

#### Newsletter Privileges 3 annual print cycles

**Deadlines – November 5, March 5 & July 5**

*Your professional profile will include:*

Your professional headshot

A 50 word bio

Your contact information

***Workshop Listings:***

3 Fee based listings

1 Heart of Service listing

Space permitting, you can submit additional listings for \$25/ea

#### Website Privileges

***Your Professional Profile which includes:***

Your professional headshot

Professional bio – No word limit

Option to upload relevant videos promoting your practice/events & links to your own website

Add, update or edit workshops on the peoplehouse.org website calendar at your discretion, unlimited amount of workshops

Listings submitted for newsletter will be automatically loaded onto calendar for you by admin team.



<b>Website Privileges Continued</b>
You must take initiative to add additional listings (other than the ones submitted for the newsletter) - Unless you wish to contract Veronica or Ellie for \$10/additional listing
On the peoplehouse.org website calendar please only include events held at PH
You can post events to the People House Facebook page, once you like it, and we will share it.
You can include a link to your People House profile and/or calendar events on your own professional business website
You have the option to include a PayPal button so workshop attendees can purchase tickets directly through your PH website listing
<b>Discounts</b>
20% off of any hourly room rentals. You only pay \$20/hour for room rentals (Traditional pricing is \$25/hour )
The traditional \$25 non-refundable room rental deposit is waived for Core Practitioners
20% off full day weekend rentals
Can pre-book space as far out as you would like without having to make a deposit or pre-pay
<b>Leasing Space</b>
Access to leasing private office space
<ul style="list-style-type: none"> <li>• <b>Full time office leases</b> <ul style="list-style-type: none"> <li>○ \$430/small office - \$520/large office *Call Veronica Diedo to be put on the wait list for full time office lease space.</li> <li>○ Can sublease your office to up to 2 people with no increase in rate – more than 2 sublessors there will be a 10% of your monthly rent surcharge per additional sublessor.</li> </ul> </li> <li>• <b>Part time leases</b> <ul style="list-style-type: none"> <li>○ Leases are for 8 hour blocks/ weekly</li> <li>○ \$120/small room (Rose) - \$135/large room (Spruce, Loft, Chapel &amp; Hawthorne)</li> <li>○ If you can't find an 8 hour block of time, leases may be split into 2- 4 hour blocks, on the same day or different days</li> <li>○ Two 8 hour lease blocks - \$225/small room - \$265/large room</li> <li>○ Three 8 hour lease blocks - \$315/small room - \$370/large room</li> </ul> </li> <li>• Can sublease from someone who has a <b>full time</b> office lease</li> </ul>
Access to leasing group/ work shop space (ideal for larger groups, yoga, meditation, classes, etc.)
<b>Hourly Rentals</b>
Have 24 hour access to the Teamup Calendar for reserving room space by the hour
Rent individual office space in advance or as needed
Rent group/workshop space in advance or as needed
Right to pre-book hourly space as far out as you would like at \$20 per hour without a deposit
<b>Internal Marketing</b>
You have the right to display your business cards, and other marketing material in the waiting area on the designated Private Practitioner wall.
You have the right to display workshop flyers on the bulletin boards at People House, 4 total boards.
You can display business cards, flyers and other marketing material at the People House East location.
<b>Referrals</b>
You may receive referrals from potential clients who call PH looking for a Private Practitioner or those client that don't qualify for the ACP
You have the opportunity to apply as a support pool practitioner for the PH ACP. You will receive referrals from ACP



clients when ACP interns are full, you just have to agree to see the clients on the same sliding fee scale as the ACP (\$20-\$50) – Contact Veronica Dieda @ [veronicadieda@peoplehouse.org](mailto:veronicadieda@peoplehouse.org) or 303-480-5130

If you take Medicaid, Medicare or any other insurance let admin at PH know so we can direct referrals to you.

### **Technical Support**

If you need support in utilizing any of PH's online platforms (Calendar, website, and social media) You can schedule a 20 minute meeting with Veronica or Ellie; if more extensive support is needed you can contract them for \$20/hour.

### **E-News**

The mid-month E-news is dedicated to Private Practitioners. You can submit one of your upcoming fee bases workshops. Deadline for submissions is the 10<sup>th</sup> of the month.

We randomly will select 2 Private Practitioners to be featured each month; we will include their bio, pic and contact info.

### **Writing Opportunities**

*The People House Blog* – 2 times a year we invite potential bloggers to send in a sample blog. If selected the commitment is for 6 months, 2 blog postings a month. We include a short bio and link back to your website at the end of each of your blogs.

*Articles for the newsletter.* We publish articles between 200-800 words in our tri-annual print newsletter. You can submit them anytime to [veronicadieda@peoplehouse.org](mailto:veronicadieda@peoplehouse.org). We will include your contact info at the end of the article.

### **Networking**

Networking opportunities on page 11

### **Other**

Maintained office building that include free parking, restrooms, waiting room, tea & water, limited copy making, use of fax machine and free wifi.



## Adjunct Private Practitioner Professional Participation Requirements & Benefits

*Required of all who lease/sublease space and are not Private Practitioners*

Upon Approval of Application	
Fees Due	Once Approved you will be:
Annual fee to be an Adjunct Practitioner is \$200/Annually	emailed access codes to online calendar for scheduling rooms for rent
Fee is for calendar year starting in January	emailed with door codes to building
Fee will be prorated if you join PH mid-term	added to People House's email list for event and information notifications

Adjunct Practitioner Benefits
You will get a listing on our website, it will include your name, credentials, contact info and a link back to your own website
You will get a listing in our newsletter, it will include your name, credentials, contact info and a link back to your own website
Leasing/Subleasing Space
Access to leasing office space
Part-Time leases are for 8 hour blocks/ weekly - If you can't find an 8 hour block of time, leases may be split into 2- 4 hour blocks, on the same day or different days – \$120/small room (Rose) - \$135/large room (Spruce, Loft, Chapel & Hawthorne)
Access to leasing group/ work shop space (ideal for larger groups, yoga, meditation, classes, etc.)
Can sublease from someone who has a full-time lease
Hourly Rentals
Have 24 hour access to the Teamup Calendar for reserving room space by the hour
Rent individual office space in advance or as needed - \$25/hour
Rent group/workshop space in advance or as needed - \$25/hour
Can reserve space by the hour for several weeks or month without deposit or pre-payment.
20% off full day weekend rentals
No fee for room use for Heart of Service workshops
Networking
Networking opportunities on page 11
Can submit 1 Heart of Service to be included in the newsletter
Other
Maintained office building for clients that include free parking, restrooms, waiting room, tea & water.
Adjunct Private Practitioners on Core Private Practitioner waitlist will be given priority opportunity to Core Practitioner openings.





## Visiting Private Practitioner Professional Participation Requirements & Benefits

*Required of all who rent space and are not a Private/Adjunct Practitioner*

### Upon Approval of Application

Step 3 - Fees Due	Step 4 – Once Approved you will be:
Annual fee to be a Visiting Practitioner is \$100/Annually	emailed access codes to online calendar for scheduling rooms for rent
Fee is for calendar year starting in January	emailed with door codes to building
Fee will be prorated if you join PH mid-term	added to People House’s email list for event and information notifications

Visiting Practitioner Benefits
<b>Hourly Rentals</b>
Have 24 hour access to the Teamup Calendar for reserving room space by the hour
Rent individual office space in advance or as needed - \$25/hour
Rent group/workshop space in advance or as needed - \$25/hour
Can reserve space by the hour for several weeks or month but will require non-refundable prepayment of \$25 per hour.
Access to leasing group/ work shop space
No fee for room space when conducting a Heart of Service
<b>Networking</b>
Networking opportunities on page 11
Can submit 1 Heart of Service to be included in the newsletter
<b>Other</b>
Maintained office building for clients that include free parking, restrooms, waiting room, tea & water.



## Facilitator Professional Participation Requirements & Benefits

*Required of all who facilitate Heart of Service events are not Core Private Practitioners, Adjunct Private Practitioners or Visiting Private Practitioners*

### Upon Approval of Application

Step 3 - Fees Due	Step 4 – Once Approved you will be:
No annual fee to be a Facilitator Participant	emailed access codes to online calendar for scheduling rooms for rent
	emailed with door codes to building
	added to People House’s email list for event and information notifications

Benefits and Requirements
<b>Benefits</b>
No cost for using space when conducting a Heart of Service workshop
Free Marketing – HoS events can be included in the e-news, newsletter, website and social media
Can submit 1 Heart of Service to be included in the newsletter
<b>Requirements</b>
Ask for donations for PH during HoS workshops
Always be at the workshop even if you don’t have any registrant as sometimes people drop-in
Give the attendees something of substance that they can take away from the workshop



## Active Minister Professional Participation Requirements & Benefits

*Required of anyone who wishes to be an active minister or facilitate official People House Church activities*

### Upon Approval of Application

Step 3 - Fees Due	Step 4 – Once Approved you will be:
No annual fee to be an active minister who facilitates HoS events	emailed access codes to online calendar for scheduling rooms
	emailed with door codes to building
	added to People House’s email list for event and information notifications

Benefits and Requirements
<b>Benefits</b>
No cost for using space when conducting a Heart of Service workshop or official PH Church/Spiritual service or event where income goes directly to People House.
Free Marketing – HoS events can be included in the e-news, newsletter, website and social media
Can submit 1 Heart of Service to be included in the newsletter
<b>Requirements</b>
Ask for donations for PH during HoS workshops
Always be at the workshop even if you don’t have any registrant as sometimes people drop-in
Give the attendees something of substance that they can take away from the workshop
Provide People House with 24 hours of volunteer service during the calendar year
Be an ordained minister (provide certificate of ordination, resume, and 2 references)

## NETWORKING and MARKETING OPPORTUNITIES



(open to everyone in the People House community –Private Practitioners, Facilitators and Interns,)

Event	When	Purpose	Benefit
<b>Coffee with Colleagues</b> (bring something to share, leftover dessert, bagels, etc.)  Main contact: Susan Bickel 720-935-1289 susan4healing@gmail.com	2 <sup>nd</sup> Monday of Month 9am	To find out what other professionals in the community are up to, areas of expertise, to expand your referral network and/or be exposed to new ideas.	You will have an opportunity to briefly share what you do and get your name in the community and, if you wish, you can sign up with Susan as a speaker to delve more deeply into what you do and expose others to who you are.
<b>Professional Development Series</b>  Main Contact: Elizabeth Patterson <a href="mailto:elizabethpatterson@peoplehouse.org">elizabethpatterson@peoplehouse.org</a> 303-480-5130	See internal Calendar of Events	Professional growth (open to external professional community)	Meets required educational credit hours for licensure, adds to your “toolbox”, and expands knowledge of field
<b>Outreach Committee</b>  Main Contact: Kathryn Raley 720-935-3503 kathryn@2ndstarcounseling.com		Help People House get the word out in the community, represent People House at events, conferences, etc.	Opportunities to promote your own practice as well as expanding the difference People House makes in the community
<b>Blogging</b>  Main Contact: Ellie Patterson 303-480-5130 elizabethpatterson@peoplehouse.org	Contact Ellie for publishing deadlines	To educate community on mental, emotional, and spiritual health topics	Get the word out about what you do and who you are, opportunity to build your practice
<b>Articles for Newsletter</b>  Main Contact: Veronica Dieda, Director of Operations 303-480-5130 veronicadieda@peoplehouse.org	Publishing Deadlines:  November 5 March 5 July 5	To educate community on mental, emotional, and spiritual health topics	Get the word out about what you do and who you are, opportunity to build your practice

## FAQ



## What is the difference between a fee-based workshop and a HoS workshop?

Workshop vs Heart of Service	
Fee-based Workshops	Heart of Service workshops
Facilitators can charge fees for workshops	These are donations based workshops
All fees go directly to facilitator of the workshop	Donations are for People House
Facilitator rents space from People House by the hour or on a half, whole day or weekend rental.	Facilitators get the room space for free but <u>must</u> ask participants for donations to People House
Payment is due day of (or first day of workshop)	
A \$25 non-refundable deposit is due to hold the reservation. Deposits not required for Private /Adjunct Practitioners	Donations are to be put in an envelope with the HoS stamp, fill out envelope in whole and deposit into the safe in volunteers office.
Can cancel – but room needs to be removed from calendar 48 hours prior to event or the facilitator will be responsible for paying for the room space.	No cancellations unless emergency. HoS Facilitators are required to be present, day and time of event, regardless if anyone registered ahead of time.

### How do I book space?

Once you are approved to practice at People House, you will receive an email that has your specific and unique URL included in the body of the email that you can follow to the Teamup calendar where you can book space. Instructions on how to use Teamup will be attached to the email.

### How do I know what rooms I can book?

Any room on the Teamup calendar can be booked as can the Iliff conference room on the Google Calendar. Photos available at [www.peoplehouse.org/space-available/](http://www.peoplehouse.org/space-available/)

### What is PH 25<sup>th</sup> & PH East?

PH 25<sup>th</sup> is our Denver location – 3035 W. 25<sup>th</sup> Ave. Denver CO 80211

PH East is our Aurora location - 13693 E. Iliff Ave. Suite 112, Aurora CO 80014

### What rooms are at PH EAST?

Hawthorne and the Iliff Conference Room are both located at the People House East location.



## FAQ Continued

### How do I book the Iliff conference room?

The Iliff conference room is on a shared Google calendar. Once you have been approved you will be given access to the calendar.

### What is the capacity of the different rooms available to rent by the hour?

Room	Capacity
Spruce (Main Floor)	Optimal - 15 Max - 20
Rose (Second Floor)	Optimal - 6 Max - 8
Chapel (Second Floor)	Optimal - 25 Max - 35
Loft (Third Floor)	Optimal - 18 Max - 25
Hawthorne (PH East)	Optimal - 6 Max - 8
Iliff Conference Room (PH East)	Optimal - 10 Max - 14

### What rooms are good for confidential sessions?

Any room but the Chapel is adequate for confidential sessions, i.e. counseling. The Chapel has a hollow removable wall so it is not suitable for confidential sessions.

### What rooms are handicap accessible?

All rooms at PH East are handicap accessible. At PH 25th the only rooms that are handicap accessible are on the main floor. If your client has mobility restrictions, please book a room on the main floor. If you find out after your client arrives that they have mobility restrictions whoever is using rooms on the main floor is required to switch with you.

Please note that if you have a space on the main floor, you are required to switch rooms with another practitioner if their client has mobility restrictions.

### How much is it to rent space?

It is \$25/hour for Adjunct and Visiting Practitioners

It is \$20/hour for Core Practitioners

\$50 – for an evening rental starting at 6pm

\$135 – A full day rental – 10 hours

\$250 – 2 consecutive days – 10 hours/each day

\$300 – Weekend rental – 3 hours on Friday, 10 hours on Saturday & 8 hours on Sunday



## FAQ Continued

### Are deposits required?

For all Core Practitioners, Adjunct Practitioners and Facilitators of Heart of Service workshops no deposit is required for renting space by the hour.

For everyone else, yes, deposits are required.

### How much is the deposit?

The deposit is \$25 and is non-refundable.

### When do I need to have the deposit in by?

The deposit needs to be paid at the time the reservation is entered on our calendar.

### When is the rest of the payment due?

The total of your room rental is due the day of your reservation.

### When can I cancel and still get my deposit back?

Deposits are non-refundable.

### When can I cancel my room rental and not have to pay the total due for the room?

You must cancel 48 hours before the event and remove your reservation from the Teamup calendar.

You must contact the admin team so they can remove your event from Meet-up and the website, 303-480-5130, [veronicadieda@peoplehouse.org](mailto:veronicadieda@peoplehouse.org) or [elizabethpatterson@peoplehouse.org](mailto:elizabethpatterson@peoplehouse.org) or [mirafanning@peoplehouse.org](mailto:mirafanning@peoplehouse.org).

### How can I pay for my rental?

You can mail in a check, deposit into the safe, or pay online at <https://peoplehouse.org/private-practitioner-membership-page/> it is password protected and the password will be given out once you are approved. In the "notes" section please put your name and room rental payment.

### Where is the safe where I can put my check for my rental?

There is a floor safe on the main floor in the small office by the waiting area ( the volunteer office) you can slide the check in the slot. Or on the second for outside of the Chapel there is a small wooden deposit box that you put the check into.



## FAQ Continued

### Do you have Wifi?

Yes, the network is People House and the password is 3034803646 at People House Denver and 1500040000 at People House East.

### Do you have a projector?

Yes, we have a projector you can use only at the Denver location. You must bring your own computer to use with it, if you use an Apple computer you must also bring a VGA converter cord.

The only room that has a projector screen is the Chapel.

### How do I unlock the door?

If you are the first one to arrive you must enter through the back door. There is a keypad on the back door that you must enter the door code and then turn the lock to the left. Code issued upon approval of application. The door code changes 3 times a year.

### How do I access PH East?

People House East is located at 13693 E. Iliff Ave. Suite 112, Aurora, CO 80014. If the front door is locked you can go to the back door and enter the code. You will also need to enter the door code to access the internal suite.

The door code for PH East is the same as Denver.

### When does the door code change?

The door code changes 3 times a year, Jan 1, May 1 & September 1.

### What do I have to do before I leave the house?

- If you believe you are the last one in the house please lock up, if you are unsure please lock up anyway
- Please put any dishes used by yourself and/or your guests in the dishwasher
- Put the room back like you found it
- Close any open windows
- Shut off any fans and air conditioners
- Shut off any lights that are on in the house
- Lock the front door (from the inside)
- Exit through the back door and lock it, enter the key code using the key pad, turn lock to the right.





## FAQ Continued

### What is the difference between renting and leasing?

Full-Time Leases	Part-Time Leases	Renting
Full time office – your own private office space, accessible 24/7	Room space in 4 or 8 hour blocks	Room space by the hour
Need to sign a 6 months lease	Need to sign a 6 months lease	Can book day of
You can sublease to as many as two people with no surcharge. With more than 2 sublessors a 10% surcharge of your monthly lease will be assessed per sublessor	Room space is guaranteed	Not guaranteed room space
Always have designated room	Always have designated room	Have to take whatever room is available
Security deposit (1/2 of monthly lease payment) due when lease is signed	Security deposit (1/2 of monthly lease payment) due when lease is signed	If you are not a Private/Adjunct Practitioner you must pre-pay for any space that is booked out further than 1 day and it is non-refundable.
Room is locked and you have the key	Room is used by other practitioners so personal items need to be removed when you are not using it	Room is used by other practitioners so personal items need to be removed when you are not using it
30 days notice prior to end of lease must be given if planning on not renewing.	30 days notice prior to end of lease must be given if planning on not renewing.	Can end rentals whenever you wish.
30 days notice of rent increases	30 days notice of rent increases	No notice in hourly rental increase.

### How can I pay for my lease?

You can mail in a check, deposit into the safe, or pay online at <https://peoplehouse.org/private-practitioner-membership-page/> this page is password protected. Password will be given once you are approved. In the “notes” section please put your name and lease payment.



## FAQ Continued

### When is my lease payment due?

Lease payments are due on the 1<sup>st</sup> of the month. There is a 10 day grace period. If payment is not made by the 10<sup>th</sup> of the month a \$5/day fee will be assessed

### How long are lease terms for?

Lease terms are for 6 months. They automatically renew for another 6 months if you don't give a 30 days' notice.

### Do I get notice if you are going to raise my rent?

People House will provide 30 days notice before the end of your lease if we are going to raise your rent.

### When are the newsletter deadlines?

The newsletter deadlines are March 5, July 5 & November 5.

### How do I access my Core Private Practitioner bio on the website?

Once you become a Core Practitioner and right before the term begins you will receive an email that gives has your log in information. The email will also include a link to a video that explains how to log in, make updates and add workshops to the events calendar.

### Is there off street parking?

Yes, parking in front of People House is often quite limited; therefore we ask that you park in our free parking lot which is located directly behind People House. Please enter the parking lot on Grove Street (one block west of Federal) between 25th and 26th Ave.

PH East has ample parking. There is an H&R Block located inside of the building, during tax season the building parking lot may see an increase in traffic and fewer parking spots available. If this is the case the golf course parking lot across the street will allow use of their lots.

### What if there is a facility emergency?

Please contact Jose Rodriguez – 303-685-4229 and  
Veronica Dieda – 720-333-5130

### How do I become a People House Minister?

If you are interested in being a People House Minister you can contact Lori Ohlson, [loriohlson@gmail.com](mailto:loriohlson@gmail.com), 303-525-3038 or Heather McHugh, [bhmchugh@hotmail.com](mailto:bhmchugh@hotmail.com).



## Are Core Practitioners and Adjunct Practitioner Levels limited only to people who lease or sublease space?

No, as long as you are involved in People House by renting a space, conducting a workshop or HoS once a newsletter cycle you do not need to lease or sublease space to be a Core or Adjunct Practitioner.

If you lease or sublease space you will be required to be an AP or CP.

## Will I be able to list workshops and HoS in the newsletter?

Everyone will be able to list one HoS in the newsletter. Only CP's will be able to list 3 fee based workshops and one HoS into the newsletter.

Any level can conduct HoS workshops at any time.

## Who can submit articles for the newsletter?

Anyone can submit an article for the newsletter. Articles are published at the discretion of the Newsletter Editor.

## What listing will be in the newsletter if I am an Adjunct Practitioner?

You will be able to have your name, up to 4 credentials, phone number, email and website

## What happens if the lights go out/we blew a fuse/circuit?

If the basements lights/electricity go out the fuse panel is on the south wall in the basement at the end of the hall way.

If the lights/electricity go out anywhere besides the basement the fuse box is outside, on the back of the house, on the north wall.

## Can I get mail delivered to People House?

Yes. It is best if you use your business name when you get mail sent to People House as we have discovered that since we are not classified as a residence that mail forwarding as an individual is not an option from our address. When you leave PH and want to get your mail forwarded to a new address they will not do so unless you used your business name.

**\*People House is designated a non-sectarian church that honors all faiths. No pets (except assistance animals), drugs, or alcohol allowed in practices.**