**Ruth Murdoch** MC, CCC, RCAT

Certified Counsellor

Registered Art Therapist

Box 703, Smithers, B.C., V0J 2N0

**Phone: (250) 847-4989**

[www.ruthmurdochcounselling.com](http://www.ruthmurdochcounselling.com)

ruthmurdochcounselling@gmail.com

**Rental Rules & Guidelines**

For 1415 Hankin Ave., Unit A, upstairs

Contact: Ruth Murdoch, 250-847-4989

1. Rental rates are as follow:
* Non-profit group meetings: $25/use
* Workshops (where participants pay):
	+ 1-day: $50.00
	+ 2-day: $100.00
	+ 3-day: $150.00

Please note: Non-profit groups with minimal budgets who wish to run workshops for a reduced cost should contact me so that we can negotiate something that works!

1. Rental fees are due in advance when the key is picked up.
2. I run a counselling practice out of this office. Therefore, all plans for key pick-up or drop-off must be arranged in advance with me by phone, text or email. Due to confidentiality considerations, dropping in spontaneously is not appropriate.
3. Leave the bathroom and rental space as you find it. A broom, vacuum, and cleaning supplies are provided. Please use them.
4. Wash any dishes you use.
5. Please remove your garbage.
6. It is my expectation that you will not sit in or otherwise use the downstairs space other than for bathroom access.
7. Please lock the door once everyone has arrived and before starting your meeting or workshop. **The door should never be left unlocked when unattended**.
8. Cell phones or Wi-Fi through Rogers will work consistently in this location.
9. Contact Ruth (phone or text) at 250-847-4989 if any issues arise or you have any questions.