Thank you for your interest in participating in TBI.

TBI provides a space for human evolution. The rest is up to you. Advertising, collecting fees, room set up and clean up, and insurances.

A word about noise. This is a meditative space. Single sound sources for zhkir, ballroom dance meditations all absolutely fine. That being said the sound proofing of the space has yet to be determined and we would prefer to not have the police or irate neighbors be the ones to decide what is too loud. Primal screams, anger release workshops probably not the best venue. If you have any concerns about whether your event may exceed the noise capacity of the space please ask.

In order to rent space in TBI you will need the following

a. A signed rental agreement for established period of rental(s).

b. A credit card guarantee for cleaning / damage, lost keys, etc
   i. You are responsible for ANY damage to the unit.
   ii. Much like when you rent a car or home, I highly recommend you exam the unit carefully prior to starting, account for all items as listed, any defects that you feel may be of concern. Please photograph and document any concerns

C. Proof of Insurance
   i. An insurance certificate from your insurer showing the following:
      1. Liability insurance in equal to or in excess of $1,000,000.00
      2. That names Richard Podolny MD LLC as an “additional insured”
   ii. This certificate must be provided prior to the start of the leasing/rental period
   iii. I have an insurance agent who is familiar with this and can help you.
      1. Mr. Murray Hixson
         a. mhxson@connorshawaii.com
         b. T 808 534 7311
   iv. Cost of this is quite variable but not prohibitive—especially when it protects you from significant liability
      1. As wonderful as the work we would like to accomplish, and our absolute faith in our good intentions, all it needs is one individual, not ready to take full responsibility for their life, to cause a world of hurt. Better safe than sorry!

2. Specifics for set up and clean up.
   a. Same as camping...leave it in the same or better shape than when you got there
   b. No shoes (exceptions only for previously approved (by TBI) foot wear i.e dance shoes/Mevlevi practices. Etc.)
c. There are security cameras in the room. These are for security only. Please feel free to turn them away or cover them during your event. Just return them to their original position when finished.

d. The floor needs to be cleaned with dry mop at end of event

e. Bathroom needs to be pristine. Supplies below the sink

f. There is a small kitchenette with microwave. Again leave as found
   i. The sink does NOT have a garbage disposal

g. Please carry out all trash/garbage from kitchen / bathroom. There is a dumpster located on the Eva side of the building.
   i. There should be spare trash bags available

3. The key fob is located on the 3rd floor basement parking. Unit 3I. Lock box combination provided prior to event. The fob will be needed for afterhours use evenings after 7 PM and all day Sunday

   a. Fob MUST be returned directly after the event. If someone is using the facility after you they will need to access it from the same place
   b. The key to unit itself will be in a lock box on the door. Again, although tempting to just pass it on to the next person, if you return it to the lock box then it will be no longer your responsibility. There is a camera on the door which will show you putting the key back
      i. There is $400.00 replacement for lost keys/fobs...as it will require a complete change of the door lock.

4. Item that should be available when you come...and when you go

   a. Rugs 4
   b. 14 chairs
   c. 19 cushions
   d. Internet modem and router
   e. Bathroom soap/towels/toilet paper cleaning supplies
   f. 2 Complete human skeleton models. One male, one female

5. Occupation

   a. Please conform to the Occupation limits defined. (to be decided)

6. Parking

   a. The parking gate is open from Saturday 5 PM to Monday 12:01 AM
      i. Any workshops that end during this period have free parking
   b. During regular hours parking under the building parking is 7$ per hour.
      i. If you wish to buy a book of validated parking stickers the price is reduced to $3 per hour
         1. Excellent for those offering private sessions
   c. There are numerous, and far less expensive parking option very close to the building
      i. All evenings street parking is plentiful
      ii. There are public parking areas within one or two blocks which are very inexpensive and often free in the evenings
      iii. This link is amazing: any evenings for just 2-3 dollars within five minute walk
iv. If one chooses to purchase items from the adjacent catholic bookstore they will often validate your parking for the day...to allow time to pray...at the church or otherwise 😊

7. To arrange rental or any concerns during your use of the space please
   a. Call / text 808 386 2873
   b. Podolnyr@hawaiiantel.net