

# OPUS KELOWNA CLASSROOM SPACE: RENTAL INFORMATION



**Thank you for your interest in renting our classroom space at Opus Kelowna**

*We created our space in response to a growing need in the arts community for safe, secure and affordable space.*

*We hope that you will enjoy using our classroom space and that it helps you to flourish in your artistic endeavours.*

## **CLASSROOM DETAILS:**

- 459 sq. ft. secure space located in a separate room behind the Kelowna store
- rental is \$15 per hour payable in advance
- your rental includes a complimentary 1/2 hour at the beginning and end of your session for set-up and clean-up
- includes washroom access directly outside the space

## **CLASSROOM COMES FULLY EQUIPPED:**

- with a teacher demo table with mirror and white board on reverse
- with an industrial size sink
- with 36 chairs, fold-away tables, and 12 floor-standing easels
- a maximum of 40 people is allowed by law, and the space is Fire Code approved

## **AS A COURTESY TO OPUS AND OTHER TEACHERS:**

Please note that it is the renter's responsibility to set-up the space and leave it in clean, working order at the end of your session. Failure to do so may affect future rentals with us.

We request a 24-hour cancellation notice. Please telephone us asap if you discover your event is not going to proceed as planned.

## **ADVERTISING AND PROMOTION:**

We want your event to succeed, so please download our handy tips sheet for marketing your event, available for free online at: [www.opusframing.com/services/classroom-space-rental](http://www.opusframing.com/services/classroom-space-rental)

And if you share the details of your event with us, including your list of material choices and related supplies, we will do our best to ensure that we have adequate products on hand should your attendees need to make a purchase. Please give us as much notice as possible to avoid out-of-stock situations.

*Please be aware that it is your responsibility to register your students and collect applicable fees for any classes you provide.*

**Feel free to contact us if you have questions: email [opus.kelowna@opusframing.ca](mailto:opus.kelowna@opusframing.ca) or telephone 250-763-3616 or toll-free at 1-800-814-8885**

**Submit your rental request online at:**

**[www.opusframing.com/classroom/kel\\_rental.html](http://www.opusframing.com/classroom/kel_rental.html)**