

Young Living Training Room Rental Policy

This policy is for the benefit of all members to have access to the training room for group meetings. The meeting room will hold approximately 70 seats and can be set to any configuration that is desired for a successful meeting.

General Hours

- The room is available 9am to 11pm on Monday to Sunday. It is advised that all meetings end at 10.00pm to allow for time to clean and reset the room as all attendees need to clear the building by 11.00pm.

Users

- All active members of Young Living are permitted to book the training room.
- Members who wish to book the training room must be in good standing with Young Living.
- Events should be open to all teams. However private meetings (with only members from the same team) can be arranged. An additional fee will be applicable.
- Applicants can reserve a maximum of 20 seats for attendees from his/her group. This has to be communicated with Young Living Australia at the time of the booking confirmation. A name list must be submitted to Young Living Australia at least 5 days prior to the event. Any unfilled seats will be released for people on the waiting list.
- Number of users - Minimum capacity of the training room is 10 people, Maximum capacity of the training room is 70 people

Office supplies / Service

- Remember to bring the assortment of necessities regarding the event, such as: (a) Product samples (b) Portable Devices: laptop, tablet, cables and chargers (c) Stationery: paper, note pads, stapler, tape, highlighters, pen and pencils (d) Others: CD player, towels, yoga mat or anything you need.
- Water, Slique tea and cups are provided. A projector is also provided.
- No storage is available.
- No printing service is provided .

Rental Fee

- A \$200 bond is required for all bookings. This can be arranged on your application form.
- Open meetings are free of any booking fee (bond is still required) and will be advertised on the Young Living website and Facebook page to all members.

- Open meetings where there is a charge for attendance or Closed meetings will incur an Administration Fee:
 - Meeting up to 8hrs (minimum 2hrs) - \$75* admin fee per meeting
 - Meeting 8+ hours - \$125*
 - Meeting for weekend (Sat 9am to Sunday 11pm) - \$195*
 - *Admin Fee includes:
 - Two 20L bottles of fresh water
 - 1 box Slique tea
 - 100 cups
 - Cleaning fee
- Additional water and tea can be purchased by contacting trainingroom@youngliving.com.au at the following cost:
 - Water 20L bottle: \$10
 - Box Slique Tea: \$20
 - Cups per 100: \$5

Booking Procedure

- Download an application form from your Virtual Office and return it back by e-mail, or fill out the form at our office.
- Return the booking sheet to either the Young Living Office reception or email training.au@youngliving.com.au.
- All applications for next month must be received by the 15th of the current month, to be considered. Booking confirmation will be sent to applicants by the 20th of the month. Classes listed on the corporate Event Calendar will have booking priority over unlisted classes. Evening classes must be listed.
- Each booking will be considered on a case-by-case basis depending on staff and room availability. Approval is not necessarily guaranteed. Young Living reserves the right to refuse a request to hire training room/ facilities without reason.
- Young Living's selection criteria include but not limited to: requested date and time, diversity of speakers, variety of topics, size of event, etc.
- We only accept a maximum of one evening booking per speaker per month, unless space is available.

Access

- You will need to allow enough time prior to your event to pick up access keys and learn procedures.
- If your event is within business hours, you may pick up keys no later than 2 hours prior to your event (the day before is best)
- If your event is after hours i.e. weekends or evenings, you may pick up your keys until 4pm on the day of

your event (the day before is best)

- Variations to the above procedure may be considered on a case-by-case basis

Functionalities

- Our room is reserved for various purposes: training, sharing session, meditation, yoga or anything that is Young Living product related. Businesses other than Young Living are not permitted.
- Parking is in the PUBLIC car park on the lower level B2. Weekday access is 6am – 10pm. Weekend access to the public car park is between 8am and 10pm.

Time Restriction

- Each booking is in ½ day, 1 day, day + evening or weekend time slots.
- Other hours are handled on a case-by-case basis.
- Minimum reservation is 2 hours.

Orders taken at meetings

- The meeting organiser can arrange for orders to be taken at the closing of the meetings, however please be mindful of the timing of Will Call for collections. If meetings are to promote a particular range of products please give Young Living advanced notice for organizing stock.
- Will Call is open Mondays to Friday, 9am to 5pm PLUS 9am – 2pm on Saturdays.
- Orders can be submitted via the onsite computers or order form.
- Autoship orders set for Will Call pick up can be collected during regular business hours

Communications

- We welcome any enquires, however booking requests and booking confirmations are only accepted in writing.
- Member is responsible for advertising (other than YL website) and taking registrations for the event. Young Living will list the event on the Event Calendar on the corporate website. Should it be a corporate event, event registration will be done by Young Living Australasia.

Cancellations

- At least 48 hours notice is required for cancelling your reservation
- Refunds will be made only when events are cancelled at least 48 hours in advance
- Notice of cancellation must be received in writing.

Responsibility and Liability

- Young Living Australasia takes no responsibility for the loss or damage to any equipment or materials owned or rented by an individual or group using its training room, before, during, or after the event, or at any time.
- Any individual or organization holding an event in the Young Living training room must fully release and discharge Young Living Australasia and its employees from any and all claims from injuries, including death, damages, or loss which may arise or which may be alleged to have arisen out of, or in connection with the event.
- Use of the facility may be terminated at any time if the conduct of the group or any member of the group is disruptive to the normal business of Young Living Australasia, abusive or dangerous to individuals, equipment, or furnishings.
- Damages incurred during the use of the facility (breakage, loss of equipment or furnishings owned by Young Living Australasia) shall be claimed by Young Living and charges therefore billed to you on behalf of your group for immediate reimbursement.
- Young Living reserves the right to change this policy without notice.