

Sahaja Wellness Center

Common Room & Kitchen Booking Policy

Purpose

To support a peaceful, professional, and welcoming environment while allowing shared use of the Common Room and Kitchen.

Booking Requirements

- All booking requests must be submitted at least 14 days in advance.
- High-impact events require a minimum 21 days' notice, including anything involving:
 - Music, movement, or group activity
 - Strong or lingering fragrances
 - Food preparation or kitchen use
 - Children's groups
 - Any activity that may affect the sensory environment of the building

Approval Process

- Requests are reviewed with consideration for impact, timing, and the needs of all tenants.
- A booking is not confirmed until written approval is provided.

Tenant Notification

- All tenants will be notified within 24 hours once a booking has been approved.
- Notifications will include the date, time, duration, and nature of the event.

User Responsibilities

- Leave the space clean and organized after use.
- Be mindful of noise, fragrance, and overall environmental impact.
- Stay within your approved booking times.
- Report any damages or concerns right away.

If you need support or have questions about the booking process, please feel free to reach out.