

Guidelines for Presenting at the Theosophical Society, 21 Maple St. Arlington, MA

The Theosophical Society invites you to use our facilities for your presentations or private practice. We offer a variety of presentations and classes that meet our vision to make spiritual knowledge available to all seekers. To this end, we present programs and classes which:

- Seek universal truth
- Honor and respect other spiritual points of view and those who hold them
- Recognize that we are all expressions of the same life and that our well-being is linked with everything

Our Facilities. The TS has several rooms which are suitable for a variety of events, such as lectures, talks, classes, workshops, and private practices. The **first floor** Lecture Room seats up to forty people. There are kitchen facilities and two bathrooms (one handicapped accessible) on this floor. We have folding chairs, large tables, and an HD LCD TV with built-in DVD player. The **second floor** features three classrooms, two of which are newly renovated. These rooms can accommodate eight to twelve people for classes and are also ideal spaces for private practitioner work, such as healing, massage, and therapy. In a separate building in our garden, there is a **Meditation Hall and a shaded patio** with picnic tables. With cork floors and freshly painted walls, the room is a sanctuary, ideal for contemplative practices and small workshops.

Rental Options. Presenters, instructors, workshop leaders, and practitioners may choose one of three options:

- (1) Rent for Free. Practitioners pay nothing. A \$10 fee collected from each attendee goes in total to the Theosophical Society to help cover costs and maintain our facility.
- (2) Sixty/Forty Split: The total admission fee is shared between the presenter (sixty percent of the intake) and the Theosophical Society (forty percent of the intake).
- (3) Rental Fee: Presenter pays rent to the Theosophical Society (see below). The presenter may charge attendees a fee which the presenter keeps. Rental fees are determined by room size. The Lecture Room (first floor) rents for \$25/hour or \$150/day (six hours or more). Upstairs rooms rent for classes at \$15/hour or \$90/day (six hours or more). This rate includes setup and cleanup time and allows one free admission for a volunteer host to attend, if required. Upstairs rooms are available to private practitioners meeting clients one-on-one for \$10 per hour.

Non-refundable Deposit Required. The TS requires a minimum two-hour rental with a one-hour, non-refundable deposit. For weekend workshops, a one-hour deposit for each day is required. For multi-part and/or consecutive week rentals, a one-hour deposit for each day is required.

Presentation Description and Information. All presentations must first be approved by the Program Coordinator, the President of the Society and/or the Board, and must fall within the mission of the Society. To offer an event or workshop at the TS, please submit your description in the following format:

- Name of Event
- Date, start and end time
- Name of presenter, phone, email (Note: the presenter, not the TS is the primary contact for a class or presentation)
- Room desired (see below)
- 50-60 word description of event
- Cost, including any pre-registration requirements
- Approximately 25-word bio of presenter

Note: The TS reserves the right to edit descriptions for length and content.

Publicity. All presenters are encouraged to publicize their own event. In addition, the TS posts the event on our website, calendar, and other online venues. Some events may also be publicized in local newspaper listings and posted in flyers.

Scheduling a Presentation, Class or Event. All requests are processed on a first-come, first-served basis. We recommend submitting your request at least two months prior to the event. Shorter notice for events will be considered by room availability. Please contact our Program Coordinator, Janet Kessenich, at janetkspiral@rcn.com or 617-926-4155 to schedule your event. We look forward to hosting your event! More information is available online at www.tsboston.org.