



**BENEFITS OF LEASING FROM CENTERED THERAPIES
AND SERVICES OFFERED BY CENTERED THERAPIES
YOUR RESPONSIBILITIES AS A THERAPIST AT
CENTERED THERAPIES
July 1, 2020**

Centered Therapies is a community of independent, holistic therapists who are combining their skills to provide the greatest opportunity for clients to find their own personal wellness. At Centered Therapies we understand that healing comes from within the mind, body, and soul. Because a person can only heal themselves, Centered Therapies provides a professional, clean, welcoming facility and environment so therapists can offer their knowledge, techniques, and tools to their clients in a supportive community that offers opportunities on the path to wellness.

Centered Therapies offers our therapists the opportunity to focus on what they do best: provide professional services to their clients. Centered Therapies focuses on providing professional business services including space, equipment, reception and waiting area, scheduling, phone service, fee collection and basic bookkeeping services. That way you can do what you do best.

Below are a list of services provided by Centered Therapies as part of the lease agreement. This list is intended to provide a list of all services provided. Modifications requested by therapists may be negotiated but must be reduced to a written agreement and signed by both the therapist and a representative of Centered Therapies. Oral modifications or modifications through texts or emails will not be recognized.

Also included are a list of responsibilities required by Centered Therapies to be met by all therapists as part of the lease agreement. This list is intended to be general behavioral guidelines since not all aspects of behavior or conduct can be anticipated. Therapists are expected to comply with all responsibilities as well as all ethical, professional, and general good business practice rules in performing services and being present at Centered Therapies.

This summary of benefits and responsibilities is included in any lease document that you enter into with Centered Therapies and is current as of the date at the top of the document. These benefits, services, and therapist responsibilities may be amended or revised from time to time by Centered Therapies in its sole discretion. All minor amendments or revisions will be communicated promptly by delivery of a written notice. Any major/material amendments or revisions will be presented to therapists as a new document to be signed by both parties. Any amendments or revisions are similarly included in any existing lease document in effect at the time of the amendments or revisions.

Benefits and services offered by Centered Therapies:

- **Professional, clean, welcoming communal and individual space so you can focus on practicing your profession**
 - Dedicated or shared treatment/therapy room at your choice
 - Basic operational equipment provided (e.g. desk, massage table, chairs, etc.)
 - Cleaning service
 - Breakroom for you and your staff furnished with refrigerator, microwave, sink, dishes, silverware, hand soap, towels, and table and chairs

- Storage space available in hallway closet
- Wi-Fi is available on the premises for you to use and link your devices
- **Reception services**
 - Comfortable, professional waiting area for clients stocked with magazines
 - Full-time receptionist staffing when facility is open
 - Full-time phone answering and appointment scheduling, canceling, and/or rescheduling services
 - Maintenance of a client waiting list and scheduling from list when cancellations occur
 - All clients are greeted, offered water with lemon, all in cups with lids, and you are notified that they are here
 - Client questions are answered, and suggestions offered regarding appropriate, available services
 - Provides all clients with your intake forms for completion while they wait
 - Collection of all intake forms completed by clients
 - Copy and scanning documents through the reception printer
 - Lending library stocked with wellness books that clients can check out and return at no cost
- **Online scheduling software**
 - Centered Therapies provides integrated scheduling software and will schedule, cancel, and/or reschedule client appointments as needed during office hours
 - Software is easily customized to fit your needs
 - You are able to access your appointment calendar online and through your phone or handheld devices
 - Software scheduling can be linked to your website to offer online scheduling through your own website as well as through Centered Therapies website.
 - Clients can book directly online through the software
 - Software can create a client appointment waiting list accessible to both you and the receptionist
 - You receive customized notifications of scheduling changes
 - Clients are reminded of their appointments via email and/or text messages. Client emails can be automated and customizable.
- **Collaborative, exclusive, networking environment**
 - You are working with other therapist providing services that may integrate with or enhance your services and may result in internal referrals of Centered Therapy clients
 - Centered Therapies and our many therapists have community contacts that may result in external referrals
 - You have colleagues that you can collaborate with or learn from
 - Clients that are served by more than one therapist within the Centered Therapies location will benefit from therapist being able to share pertinent treatment information about the client
- **Marketing**
 - Centered Therapies maintains its own website and its own Facebook page (around 500 followers) which are routinely updated to provide information about the therapists at Centered Therapies as well as services offered and client-oriented health news
 - Your business will be added to the website “Businesses Within” page
 - Centered Therapies website is professionally developed and maintained, and SEO optimized so that it ranks high on the first page of search results for most search engines

- Your services can be featured on our landing page as well as additional pages can be added to the Centered Therapy website displaying your content about your services
- You can provide information, specials, and articles to be published on the “News” page of the website which can then be shared through Facebook, Instagram, Google, Twitter, Facebook Messenger, LinkedIn, email, Reddit, and Pinterest.
- Your services and information are added to the Centered Therapies YELP listing which may provide a source for new clients
- Centered Therapies receives additional YELP services and optimization due to viewer response to the YELP listing
- Centered Therapies already has an established Facebook presence with engagement on every post and is ranked 5 stars
- Facebook give the opportunity for live transmissions, ads, and the quick answering of questions through Facebook Messenger
- Centered Therapies’ Google business presence is rated at 4.9 stars and content on the Google page is updated and frequently changed to Google recommendations
- Centered Therapies has a Google 3D tour of the office allowing potential clients to feel more comfortable making an initial visit and you can add information to the page for viewers searching the page
- Centered Therapies has a marketing presence in other advertising medium that promotes the facility and its therapists
- Centered Therapies can provide holiday mail greetings to show appreciation to clients and increase return business
- LESSEES can post signage (with permission from Centered Therapies) as follows:
 - Along 53rd Street and 52nd Street in accordance with all Davenport zoning and code requirements
 - On your therapy room door
 - Reception area and restroom
 - Building’s front windows will have your name, business, and services added.
- Therapists can provide information about services provided that will be incorporated into Centered Therapies website, Facebook, and other marketing efforts
- Centered Therapies provides give certificates for Centered Therapies that can be used with any Therapist located in the premises. Payments for these gift certificates will be collected and retained by Centered Therapies until they are redeemed for a therapist. The redeemed amount will then be included in that therapist’s gross receipts for the week.
- **Affordability**
 - Lease payments for space and included services are a monthly flat fee with the option to add additional amenities or services.
 - Centered Therapies pays all operating electricity, gas, water, sewer, and trash removal.
- **Building maintenance and housekeeping**
 - Pest control
 - Parking lot maintenance and snow removal
 - Mowing and landscape maintenance
 - Common areas cleaned, vacuumed, and dusted
 - Restroom in the facility and not shared by other businesses in the building is kept clean and stocked with paper and soap
 - Utilities included in lease payments:
 - Electricity/Gas

- Water/Sewer
 - HVAC filters
 - Air purifier
 - Phones/Internet
- **Services offered at additional costs or discounted costs (not included in lease payments)**
 - _____ **BOOKKEEPING SERVICES:** *(Initial and date on this line if you are agreeing to utilize bookkeeping services as described.)* Bookkeeping services at 6% of gross receipts processed including the following services:
 - Collection of all fees paid by clients for services
 - Client payments are made to Centered Therapies
 - Clients will be able to pay or prepay for services through the online scheduling software
 - Client payments can be processed/received in cash, check, or most major credit/debit cards and all credit/debit card protocols are maintained
 - Centered Therapies collects all client payments, inputs records of all payments and appointments, and provide you with weekly reporting of appointments and payment of receipts received from clients
 - Maintenance including entry and updating of all client information
 - Collection of all fees paid by clients for services
 - Payment for leasing of space and services is deducted and indicated in reporting to simplify the lease payment process
 - Scheduling and bookkeeping software at Centered Therapies helps you avoid the expense and trouble of subscribing to or owning your own business management software programs
 - Credit card processing fees, receipt management, quarterly/yearly compliance for credit cards run through the Central Therapies credit card terminal or scheduling software are included with VISA, MasterCard, Discover, Flex Account debit cards, and Health Savings Account debit cards currently accepted.
 - If this additional service is selected, only money, checks, and cash, handed to the front desk or paid online will be documented as part of the bookkeeping service. All transactions done after reception hours, must be turned into Centered Therapies for them to be recorded in bookkeeping. All use of the credit card machine must be turned into Centered Therapies. LESSEE also agrees to turn over all receipts of any nature (including but not limited to gratuities or tips), whether from the client, insurance, reimbursement, or other third party sources, for services provided by the LESSEE or LESSEE's employee, agent, or subcontractor at the facility to the COMPANY. (Any insurance, reimbursement, or other third party sources will not be included in bookkeeping and are the responsibility of the LESSEE). Receipts in the nature of gratuities or tips received by the LESSEE and turned over to the COMPANY will be recorded as a receipt but will not be included in the calculation of gross receipts for purposes of determining the amount of maximum rent due as described below.
 - The amount of the 5% bookkeeping fee will deducted from the receipts collected by the COMPANY for the LESSEE and the COMPANY will pay the balance of the receipts to the LESSEE by check or ACH transfer according to the following schedule (select one):

Weekly

Bi-weekly

Monthly

- Some small denomination cash bills are available to make change for clients
- Centered Therapies provides you a 1099 following the year end, reporting revenues collected for you and a .pdf report of all lease payments charged and collected by Centered Therapies
- Bookkeeping services provided by COMPANY to LESSEE do not include:
 - The filing, processing, managing, or monitoring any claims for insurance payments, reimbursements, or other third party payments to be made to the LESSEE on behalf of a client receiving services at the facility. However, the receipt of such payments and/or the filing of such claims and information concerning estimated payments to be received shall be reported to LESSEE and considered as revenue of the LESSEE to be included in gross revenue reporting and calculations to determine lease payments due by LESSEE to COMPANY.
 - COMPANY will not withhold or pay any federal, state, nor local payroll taxes, withholding, unemployment, disability, workers compensation, other taxes, or assessments of any kind for LESSEE or any employee, agent, or subcontractor of LESSEE. LESSEE acknowledges that if it is not a corporation, LESSEE may be liable for self-employment tax.
- _____ **LAUNDRY SERVICES:** *(Initial and date on this line if you are agreeing to utilize laundry services as described.)* Laundry service on site including detergents, fabric softener, and degreasers as well as washing, drying, and folding during times the facility is open. Select one option below:
 - \$25/month for shared space \$50/month for non-shared space
- NOTE: Although the laundry facility is on site, occasional or infrequent use of the laundry facility is not allowed if this optional service is not selected and paid for monthly. If a therapist is leasing multiple rooms, the fee is per month per room utilizing laundry services.
- Printing documents from Company printer. Additional fee of \$.10 per page, front and back printer are separate pages incurring two charges
- 50% off the charge for use of the infrared sauna
- 20% off the original price of any gift of wellness products and Centered Therapy apparel

Your responsibilities as a Therapist at Centered Therapies:

- Remember that you are an Independent Contractor and as such you are not an employee of Centered Therapies, you do not have authority to speak for, enter into contracts for, or bind Central Therapies in any manner. Similarly, you may not represent yourself to be in any capacity other than an Independent Contractor leasing space and services from Central Therapies.
- You are entirely and solely responsible for the filing of all tax and other government required forms. You are responsible for the payment of the tax liabilities, government fees, professional fees, and any other fee, fine, or penalty resulting from your actions personally or professionally.
- Provide Centered Therapies with a current W-9 form disclosing your taxpayer or federal employer identification number and update this form in the event any information on it changes.

- Have current required license/certification/authorization from any local governmental agency to perform the therapy and/or services that you provide at Centered Therapies and provide Centered Therapies with copies of such license/certification/authorization upon the signing of a lease agreement, upon expiration of a prior license/certification/authorization, and at any time upon a request by Centered Therapies.
- Have current required professional liability insurance to cover you for the services and/or therapy that you provide at Centered Therapies and provide Centered Therapies with copies of such policy/certificate of insurance/binder upon the signing of a lease agreement, upon expiration of a prior policy/certificate of insurance/binder, and at any time upon a request by Centered Therapies.
- Provide services to all scheduled clients without discrimination as to any legally recognized protected classification. These classifications include but are not limited to: race, age, gender, religion, national origin, gender sexual preference, gender identity, handicap, etc.
- Do not in any way commit any illegal discriminatory and/or harassing behavior or conduct toward any client, therapist, staff, or visitor/guest at Centered Therapies. This includes but is not limited to sexual harassment, violence, assault, and/or any unpermitted touching of any of these individuals.
- Arrive for scheduled appointments prior to your client's arrival and be ready to begin when your client arrives. In the event that a therapist may be delayed, keep in contact with the receptionist regarding the nature and extent of any delay and provide instruction regarding how to handle a client who may be waiting. If a therapist is delayed more than 15 minutes without contacting the receptionist, Centered Therapies, in its own discretion and without obligation to contact the therapist, will cancel or reschedule the appointment with the client.
- Do not report to the facility impaired by alcohol, prescription drugs, OTC medications, or other substances.
- Be dressed professionally and appropriately at all times while at Centered Therapies. While great latitude is given in what a therapist may consider professional and appropriate dress, Centered Therapies reserves the right in its sole discretion to determine what is professional and appropriate within the facility and any therapist or staff that is unprofessionally or inappropriately dressed will be required to leave the premises until properly clothed.
- Do not use cell phones or other distracting communication devices while providing services to a client.
- Treat staff, other therapists, and clients in a kind, respectful manner.
- Take care to properly use all equipment, furnishings, tool, and other items provide by Centered Therapies whether in the leased therapy room or in any common area and refrain from causing and damage in excess of normal, reasonable wear. In the event any damage is caused or discovered, report it to Centered Therapies promptly.
- Maintain any individual leased space and any common areas used by you in a clean manner including dusting, mopping, vacuuming or other cleaning as and when needed.
- Follow Centered Therapies procedures when using the facility outside of regular operating hours from 9:00 AM to 5:00 PM, Monday through Friday, or when a receptionist is not available, to unlock the facility, lock and secure the facility, and remove snow from the walkways leading to the facility.

Date: _____

Name: _____

BY: _____
BUSINESS NAME IF APPLICABLE

BY: _____
SIGNATURE