

A maximum number of monthly classes: \_\_\_\_\_

The start of membership: \_\_\_\_ (M)/ \_\_\_\_ (D)/ \_\_\_\_ (Y), number of classes for the first month (pro-rated) \_\_\_\_\_

The end of membership: \_\_\_\_ (M)/ \_\_\_\_ (D)/ \_\_\_\_ (Y), number of classes for last month (pro-rated) \_\_\_\_\_

This membership policy and etiquette guidelines (hereafter “Policy”) is a supplement to the membership agreement, if the event of any inconsistencies between the Policy and the membership agreement, the Policy shall prevail. Space Yoga (hereafter “SPACE”) reserves the right to change and revise the Policy at any time.

I hereby affirm that I have read and fully understand the Policy, I agree to follow the Policy below.

© **Membership Policy**

**I. Membership Usage**

1. Limited membership is limited to a fixed maximum number of classes per calendar month. When the first month and the last month of membership is less than a full month, the number of classes is pro rata basis (rounded to the nearest integer), as stated above. The fee for an additional class beyond the monthly fixed classes is NT\$950. Classes cannot ask for advance or accumulate. After the expiry of the membership period, the membership shall not be allowed to extend the membership.
2. The limited member has the right to become an unlimited member within four months from the start of the membership.
3. Membership is limited to the below-signed individual only. Membership cannot be transferred and the membership card cannot be loaned to others. Noncompliant members may have their membership revoked, and card invalidated.

**II. Membership Suspension and Extension**

1. Members may not attend classes during a membership suspension period. Monthly membership fees will continue to be deducted during the suspension period. The request must be made at least one day before the suspension of membership and the extension period will be based on monthly increments.
2. Members may request suspension of their membership in writing for the following reasons and will receive an extension for the days of the suspended period. The minimum suspension period is 3 days, excluding business travel suspensions.

**(1) Free Suspension:** While membership is in effect, members may request for free suspension of their membership calendar month basis (from the first of the requested month to the last day of that month, hereinafter referred as “Whole Month”). The member will receive an extension equivalent to the days of the suspended period. There is a charge for additional requests beyond the first four.

**(2) Maternity Suspension:**

- i. Maternity suspension is based on member’s own Mother’s Handbook. The number of days suspended is counted from the date of the last class attended to a month after the expected due date. If Caesarean-section does delivery and the member needs additional time to rest, the member may request another month of suspension with a medical certificate.
- ii. If the member would like to resume her practice during her pregnancy with her doctor’s consent after she had requested suspension, the reactivated membership period would be counted on a monthly basis (e.g. Member resumes practice on April 15, the Whole Month shall be deemed a non-leave period). If the original suspension period were 8 months, it would be revised to 7 months.

**(3) Severe Injury/Illness:** Must submit an official medical certificate stating the injury/illness and the expected number of days for recovery. If the member requires a longer time for recovery, the additional medical certificate is required to apply for additional suspension. Due to the short-term nature of common colds and menstrual relation symptoms, they are not accepted as reasons for illness suspension.

**(4) Bereavement Suspension:** Bereavement suspension is based on the death announcement. Member

can suspend 8 days by formal application. The dates of suspension must be around the funeral date.

**(5) Military Duties:** Must submit military duty notice for suspension application.

**(6) Other Suspensions:** There is a charge of NT\$800 processing fee for suspension requests that do not fit into the above five conditions. The suspension period is based on a Whole Month.

### **III. Class Reservation and Cancellation**

#### **1. Class Reservation**

- (1) All classes are available for pre-booking. Members are encouraged to book early to ensure a spot. The online registration system will tally up the number of the class registered for the month, including the actual attended classed and the pre-registered classes. If the limited member's wait-listed status becomes registered status when a spot opens and it is the maximum number of classes the member can take for that month, the system will automatically cancel the member's wait-listed status for other classes.
- (2) Reservations may be made up to 8 days in advance during business hours with the front desk staff or by calling in, as well as anytime online.
- (3) Members are required to sign-in at the front desk 5 minutes prior to the class starting time to keep their spot. Wait-listed members will have the priority to take the class after the five-minute sign-in deadline.
- (4) All members need to be in class right on time. Late members will not be admitted into class.

#### **2. Wait-listed**

- (1) Online reservation is open until 3 hours before the class starting time. If a class is fully pre-booked, members may sign up to be wait-listed by calling in or through the online system.
- (2) When reservation becomes available, candidates will be notified by Email. The Email will serve as confirmation of class attendance.
- (3) If the class reservation is full, members may come to the studio an hour early to register as a waitlist student. Waitlist students must wait in the studio dressed in the appropriate yoga attire to be able to attend the class right away when they are called in. Waitlist students might be admitted 5 minutes before the class based on the order of standby registration.

#### **3. Cancel**

When canceling a reserved class, members need to do so by calling in or through the online system 3 hours in advance to allow wait-listed members to take the spot (e.g. the class starts at 19:00 if the member wants to cancel the class, the member has to cancel before 16:00).

#### **4. Suspension**

Members with 2 or more cumulative "No Shows" and/or "Late Cancels" over a calendar month will result in the suspension of their class pre-registration privilege for the following month. To register for classes, those with suspended privileges must sign up in-person half an hour prior to the class start time.

### **© Member Etiquette Guidelines**

The practice of yoga begins from the moment you enter Space Yoga Studio. To create the best experience for yourself and others, please follow these guidelines:

#### **I. Studio Policy**

1. Space Yoga Studio is only for members; please show your membership card upon arrival.
2. Children under 12 years of age are not allowed to enter the studio. SPACE will not be held responsible for the safety and the welfare of the child and reserve the right to refuse any noncompliant member from attending class.
3. Remove your shoes before entering the studio and put them in the shoe cabinet by the entrance or in a plastic bag provided and place in your locker.
4. DO NOT use camera and photo/video function on your smartphone in the locker room.
5. DO NOT eat in the studio. The beverage must be kept in a secured container and are limited to

non-staining liquids.

6. WHISPER while you are in the studio – Yoga is being practiced.

## **II. Locker Usage**

1. Lockers are available for you to store your personal belongings. For your property safety, please take good attention to your belongings and DO NOT put valuables in lockers. SPACE accepts no responsibility for the loss or damage of locker contents or personal belongings brought to the studio.
2. Remember to take your belongings with you after class; lockers are not for overnight use, SPACE reserves the right to clear out the left-over locker content.

## **III. Class Etiquette**

1. Members should arrive at least 5 minutes prior to class. Please, first sign-in with your membership card to pick up a class card before changing.
2. Please keep silence while you enter in practice rooms.
3. Please DO NOT leave during the class.
4. When entering the studio, mobile phones must be turned off or to vibrate mode. DO NOT TAKE PHONES INTO THE PRACTICE ROOMS.
5. Members shall NOT enter empty practice rooms without permission.

## **IV. Member Safety**

1. Members understand and acknowledge that classes, services, and facilities may have potential dangers. Please consult your physician before use.
2. Take classes that are appropriate for your level. Remember that yoga is a personal practice and you should always honor your body and work at your pace. Pay attention to the alignment instruction in class. DO not force your body to go over your limit or simply imitate other members.

## **V. Preparation for Class**

1. Wear comfortably fitted yoga or exercise clothing that permits freedom of movement. To avoid affecting others and for your safety, while practicing, please do not wear clothes that are too loose or revealing. Jeans, short skirts or other non-exercise clothing are not appropriate.
2. Practice on an empty stomach. Try not to eat 2 hours before class. Drink plenty of water and bring a bottle of water to class when taking a hot yoga class.
3. It is best to tie up your long hair for comfort and ease of movement.
4. Inform your instructor about any physical condition that may be affected by your practice, such as injuries, pregnancy or menstrual cycle. It will help the instructor know how to adjust you or show you a modified pose if necessary.

## **VI. Practice Guideline**

1. For the required focus and completion of the practice, DO NOT leave the practice room while class is in progress. It is common for beginners to feel out of breath or lightheaded in their first few classes. If this happens, simply come to a comfortable seated pose or child's pose, relax and focus on regulating your breath and inform the instructor.
2. The final relaxation at the end of the class "Savasana" (Corpse Pose) is one of the most important poses during the whole class. It allows the mind and body a complete rest and to integrate what we have practiced. When done correctly, it rejuvenated our body and clarified the mind. For your benefit and to avoid disturbing others, PLEASE DO NOT skip this important pose and prematurely leave the practice room.

---

SPACE reserves the right to refuse noncompliant members of the Policy the usage of its facility and admission to class, as well as the right to request noncompliant members to vacate the premise. By signing below, I acknowledge that I have read and accepted all of above.

Member  
Signature \_\_\_\_\_

Guardian  
Signature \_\_\_\_\_

Signature  
Date \_\_\_\_\_