



How to request and book rentals in Mindbody

Follow this guide for tips and questions about J Club rentals.

- Rental process
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- Rental agreements and forms

Rental process

1. Make a request to rent a space, either online through Mindbody or in person at J Club.
2. Complete and sign the [Facility Rental form](#), either online or in person, and read the [Facility Rental Terms and Conditions](#).
3. J Club will place a hold on the rental calendar until management approves the rental request and reviews the rental space fee(s), deposit(s), and total due amounts with you.
4. Sign the Facility Rental Terms and Conditions and pay deposit(s) and/or fee(s).
5. Once deposits are paid, the space is considered reserved for your event.
6. The balance of the rental is due at least 10 days before the date of the rental/event. If your event includes catering services from Superb, review the Facility Rental Terms and Conditions for deposit and payment timelines.

Rental requests

Rental requests can be made on the J Club Mindbody website or app or in person at J Club.

Online requests

Anyone can request a rental online, however, you must have a Mindbody account (or create one) and be logged in to submit a request. A search for space and availability can be done without an account or logging in.

> From [J Club Mindbody website](#):

1. Click the Rentals tab to view available rentals and what they include.





2. Make a room selection to view available days and times. If you have a specific day and/or time, you can enter this, or you can search availability for a range of days and/or times.
 - > Remember your rental time should include any set up and break down time.
3. Click the blue submit button to continue.



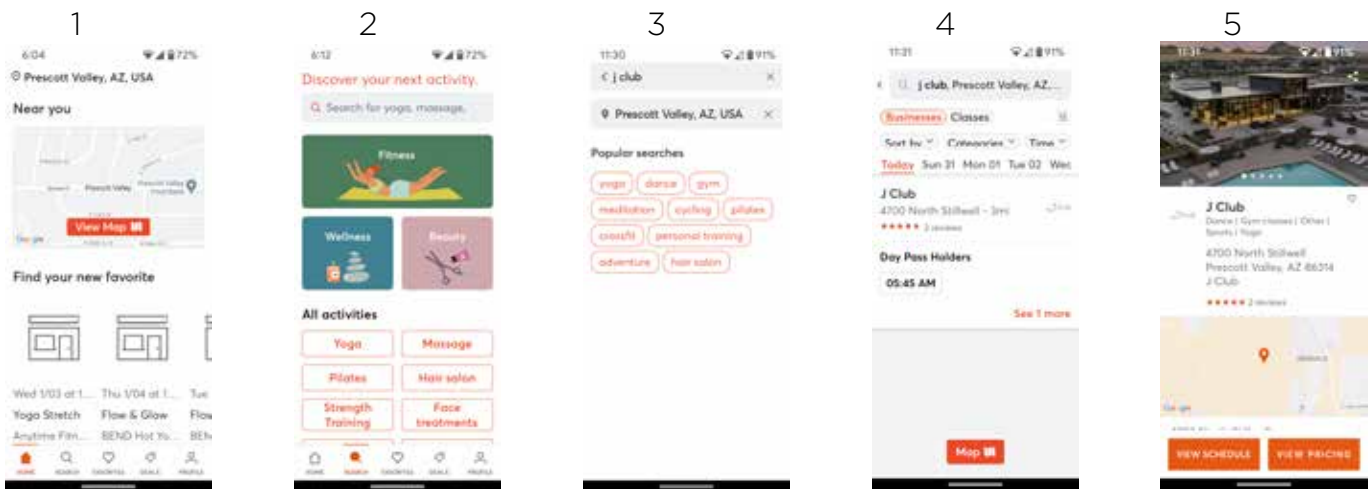
4. Depending on your search criteria, you'll either see a single result or several to choose from.



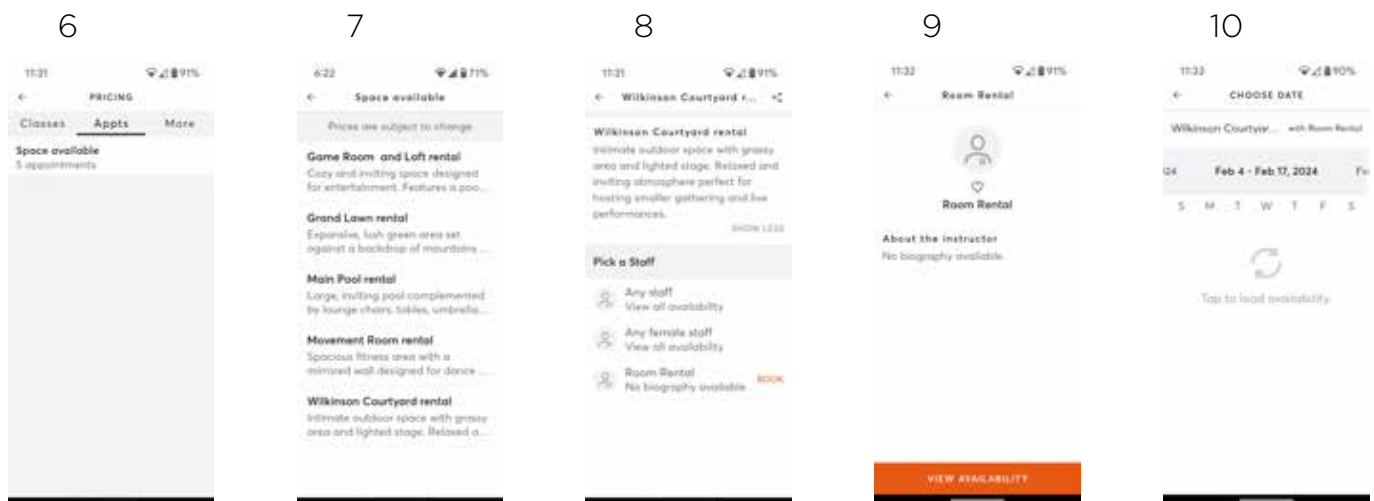
5. Find the date and time of your liking and click the word Request next to continue.
 - > If you have not already logged in, you will be prompted to at this step. Either log in or create an account to continue with the request.
6. Verify the rental space, date, and time. You can add any notes regarding the rental request that you'd like our staff to know.
7. Click Request Single Appointment to complete the request submission.
8. You'll receive an email notification that your request has been received along with forms to read and complete. Skip to the Forms section of this guide for instructions on how to complete these and next steps.

> From the Mindbody app

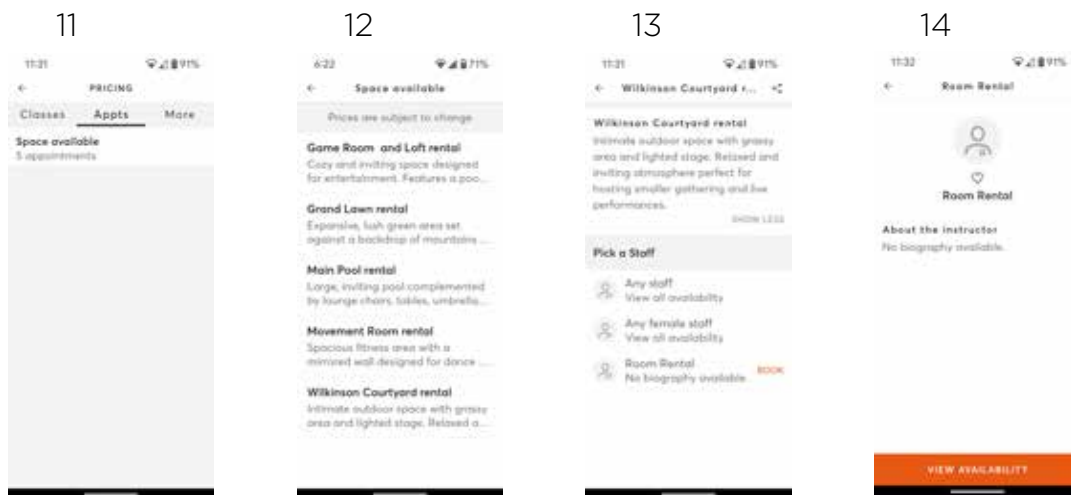
1. If you have a Mindbody app account and have J Club as a favorite, go to your favorites, select J Club then skip to step 5.
2. From the home screen, click the search icon (magnifying glass) in the bottom menu.
3. Tap in the search box at top then type J Club. Make sure the location is set to Prescott valley, AZ, USA.
4. Make sure the Business option is highlighted and you should see J Club listed at top. Click on J Club.
5. From this screen, click the View Schedule bottom at the bottom.



6. Select Appointments at top then select the Space available option.
7. Select from the list the space you'd like to request. To read more about each space, click your selection then use the left arrow at the top to go back to the full list.
8. When you're ready to request a space, select it then under Pick a Staff, select Room Rental.
 - > At this point, if you are not logged into a Mindbody account, you'll need to log in or create one to continue.
9. Click the View Availability bottom at the bottom.
10. Scroll through the calendar for the date you'd like to request and tap the circle to load availability.



11. Select a time range under the date you're requesting: M = morning; A = afternoon; E = evening.
12. Select a start time for your rental.
 - > Keep in mind your rental time should include any set up and break down time.
13. The default rental time is two-hours. Specify in the notes box either how many hours you are requesting or your start and end time. Click the Request Appointment button at the bottom to complete your request.
14. You'll receive an email notification that your request has been received along with forms to read and complete. Skip to the Forms section of this guide for instructions on how to complete these and next steps.



In-person requests

You can visit the J Club any day between 8 a.m. and 8 p.m. and speak with a member of our staff to inquire about renting a space.

They can let you know if the space you are requesting is available and provide you with the necessary forms to complete, either in person or by email.

Continue reading the next section, Forms, for instructions on how to complete these and next steps.

Rental forms

There are two important rental forms you'll need to complete for your rental.

- [Facility Rental Agreement form](#)
- [Facility Rental Terms and Conditions](#)

Facility Rental form

This is the first form customers you'll complete in the rental process. The information you provide on this form about your rental request will help management determine your rental needs, fees and deposits, as well as catering and staffing needs.

How do you get the forms?

> If you made an online request, either through the Mindbody website or app:

1. You'll receive an email with a link to complete the Facility Rental Agreement form and read the Facility Rental Terms and Conditions.
2. Click the Facility Rental Agreement form link to complete the top portion and sign the form electronically.
3. The form will automatically be sent to J Club management for review.
4. Once management has reviewed and approved your request, you'll be contacted to go over the fees, deposits and any addition licenses or catering needs.
5. Management will complete these amounts on your form and you'll be sent a copy for your records as well.
6. Next, you'll make arrangements to pay your deposit(s) and fee(s), either in person or over the phone, and sign the Facility Rental Terms and Conditions. Once the deposit has been paid and the terms and conditions signed, you're space is reserved.



The screenshot shows the "Facility Rental Agreement" form. It includes fields for: Event host, Address, Phone, Email, Date requested, Expected attendance, Reservation time, Type of event, J Club resident?, Would you like bar/food or wine service?, and Would you like liquor service?. There are checkboxes for "Yes" and "No" for several questions. On the right side, there are checkboxes for "Will food be served?" and "Will rentals be needed?", and a section for "Office use only" with fields for "Rental space fee", "Deposit", and "Total due". At the bottom, there are lines for "Event host signature" and "Date", and a section for "Office use only" with fields for "Deposit", "Date", "Special event license needed", "Date", "Deposit received", "Date", "Hold harmless signed", "Date", "Certificate of Release received", "Date", and "Confirms letter sent", "Date".

> If you made your request in-person:

1. You can complete a paper form during your visit, or we can send the form to your email for you to complete at a later time.
2. Once management has reviewed and approved your request, you'll be contacted to go over the fees, deposits and any addition licenses or catering needs.

3. Management will complete these amounts on your form and you'll be given a copy for your records as well.
4. Next, you'll make arrangements to pay your deposit(s) and fee(s), either in person or over the phone, and sign the Facility Rental Terms and Conditions. Once the deposit has been paid and the terms and conditions signed, you're space is reserved.