

## **2026 Salon Au Culture Agreement**

### **Booth Renter Stylists & Nail Tech Artists**

Updated January 1st, 2026

At Salon Au, we are dedicated to creating a positive, professional, and drama-free environment where both stylists/ artists and clients feel valued and supported.

As part of our team, you agree to uphold the following standards to maintain a cohesive, high-quality salon experience for everyone.

This Culture Agreement is renewed annually and reflects the evolving needs of Salon Au.

- This agreement is valid for one (1) year and will be re-signed each January with any updates, additions, or adjustments.
- If a stylist starts mid-way through the year then their agreement will renew at the beginning of each year on January 1st.
- Rental rates may increase annually by \$50–\$100 based on salon expenses. All increases will be communicated in advance.

#### **1. Stress-Free & Drama-Free Zone**

Salon Au is a space for creativity, growth, and relaxation. We leave stress and personal drama at the door. Any conflicts should be handled professionally, respectfully, and with open communication. I can act as a monitor and listen to both sides and help come up with a game plan on moving forward. However I will not take sides in any situations.

#### **2. Open Communication**

We operate with an open-door policy—communication is key to a strong team. If you have concerns, ideas, or feedback, bring them up professionally. We are here to support each other and grow together.

### **3. Professional Appearance & Etiquette:**

First impressions matter. All stylists are expected to dress semi-fashionably, stylishly, and professionally—not like they just rolled out of bed. You are a reflection of the elevated experience Salon Au offers. Please do NOT wear PJ bottoms to work.

Jeans, leggings & yoga pants are good as long as you dress them up nicely. Please cover up your 3 B's (BOOBS< BELLY< BUTT)

Your hair should not look like you just rolled out of bed or haven't taken care of it.

#### **3.5 Cell Phone Etiquette: Stylist Using**

-We want the salon to have a relaxing vibe so let's try and keep our cell phone ringers & sounds either on low or on silent. It can be very distracting. If you are watching videos please use ear buds if on the main floor so we don't disturb others.

### **4. Rent & Payment Terms**

- Rent is due on the 1st of each month and will be paid by check or if by automatic card payment of invoice needs to be processed through the Square system if this is the option you choose. There will be a convenience fee of the processing fee 3% added to the invoice. If there is a holiday where you are not going to be at the salon on the first of a month please put your rent checks in the box before the 1st so I don't have to track you down.
- If a payment is not paid by the 1st of each month or is declined, your check bounces due to insufficient funds, a 24-hour grace period is provided to correct it. I will send you 1 communication message to touch base with you. If I am ghosted there will be major consequences of those actions.
- After 24 hours, a \$50 late fee will be charged per day until the balance is paid in full. The system will automatically attempt payment daily or your late fees will be added to your monthly rent amount.
- If rent is not paid by the 5th day of the month because of declined payment each day prior, you will be required to vacate immediately. No exceptions. This can be avoided with open communication if issues arise. I will also add late fees and take any legal action to get any amount owed to Salon Au for non payment.

## **5. Salon Cleanliness & Maintenance**

A clean and organized salon benefits everyone.

All stylists/artists are expected to assist with basic daily cleaning tasks.

- Before leaving for the day, each stylist/artist must complete at least two (2) basic cleaning tasks.
- Openers and closers should not carry the full responsibility alone.
- A basic cleaning checklist is posted in the back room.
- Keeping their station neat and tidy. During winter months please help keep the black standing mats clean before you leave for the day and wipe them down.
- Assisting with laundry, dishes, trash, and maintaining the break room.
- Ensuring waxing supplies are used hygienically—NO double-dipping.
- Following the no smoking or vaping policy within the salon. Go outside to the back door area or to your car.

## **Decor Approval & Matching Frames**

### Salon Aesthetic Standards

- All decor must be approved by Michelle prior to being brought into the salon to ensure consistency with the Salon Au brand and vibe.
- All licenses, certificates, and wall items must be displayed in approved matching frames.
- Frames must be updated by January 15, 2026.
- Stylists are responsible for the cost of frames.

### **Break Room Etiquette**

- The break room is meant to be an upbeat, positive space.
- No negative energy, gossip, or discussions about other stylists or their clients.
- Keep it clean and welcoming for everyone.

## 6. Client Amenities Area

Client Amenities & Salon Refreshments: Salon Au provides complimentary drinks and snacks for clients as part of the guest experience.

- Clients are limited to one (1) drink and one (1) snack per visit.
- Children may not be freely given snacks or drinks beyond this offering.
- Stylists may purchase drinks, snacks, or use bottled water for \$1 per item.
- Payment must be placed in the rent box or sent via Venmo.
- Items may be replaced instead of paid for, but communication is required.
- Do not take items without paying or notifying Michelle. Repeated misuse may result in loss of access to amenities.

## 7. Client Experience & Front Desk Etiquette

- Clients should always feel welcomed and acknowledged immediately upon entering.
- If the front desk is unattended, stylists should step in to assist when possible.
- Creating a seamless and professional experience for every guest is a shared responsibility.

> We will NOT have a salon phone so everyone is responsible for their own client bookings. However if a “Walk in” client comes in during business hours we will all take turns based on availability on hair services and the clients budget. We don’t have a front desk person as of right now. Please help when you can.

- Front desk staff assist with client experience, cleaning, stocking, and errands—not personal stylist tasks.

When we do hire a front desk person they will help with client experience, help cleaning, stocking, running errands like food for lunch, supply house if needed, and help support the stylist by sweeping if running behind in some cases. They are NOT your slave, they are to support when they can. I want them to focus on the client and salon things I give them.

## **8. Unified Salon Policies**

All stylists must adhere to the same client policies to ensure consistency and professionalism. If policies need to be updated or clarified, we will meet as a team to align on expectations. Such as but not limited to:

- Children are allowed in the salon only when they are getting a service. If they break something, the parent is responsible for replacing it.

### ***Cameras:***

There are cameras recording at all times to protect stylists and clients and can be used to show proof of services or anything we need to use in court for charges of theft.

>I can help each stylist if needed if they have a disgruntled client who is being a “Karen” and you need more support in telling the client to kick bricks!

### **Team Meetings:**

They are not mandatory, however can be very beneficial to each person who participates in them. We usually go over details of the salon and anything future details that will be happening that could impact you as the stylist. Not in a bad way but just informational. Such as events in the salon or outside of the salon. If you choose to not participate please note I will put a print out on your station of the updates and you can decide if you want to learn more. If you don't participate in salon activities or events as a team that's on you and you will not have any benefits from any of the marketing or events we do.

## **9. Transitioning Out of Salon Au**

- If you decide to leave Salon Au & are on great terms, a **90-day written/verbal** notice is respectfully requested to allow for a smooth transition. However, if you can find someone to take over your chair/station before that 90 days (think sublease like situation) I will absolutely allow you to leave earlier. -as a salon we just need this to be less stressful and more planned out going forward.
- If you decide to leave with less notice & not on great terms, there will not be any reason to provide you with any amenities that the salon offers. - Please note if things start feeling shady or go south we will part ways amicably as possible depending on the situation.

### **Departure protocol amendment:**

Packing up belongings if leaving the salon will be during non busy times or when a client is here.

1 hour before the salon opens and 1 hour after or before 8 am and after 9pm

Both parties have to agree to it, sign and be provided with a copy to take home. As well as the salon owner is present if you are leaving on not so great terms so the keys can be returned at that time you are leaving.

- No hostility or negativity—we support each other's growth!

If there is any reason that it is not working out Iowa is a [WILL to work state] and if it's not working out Salon Au will give the stylist a 30 days notice to leave & stop working at Salon Au. At any point the stylist can leave however rents are still due for that 30 days.

## **10. Salon-Provided Tools & Supplies**

Salon Au provides essential shared tools, including:

- Towels, capes, color bowls, brushes, combs, and waxing supplies.
- These items must remain in the salon—any unauthorized removal will result in disciplinary action.

#### Personal Backbar Products

- You may use any brand of products on your backbar.
- If you do not wish to share your products, label them clearly and store them properly after use.

### **11. Theft & Integrity Policy**

Salon Property & Donations: Stealing of any kind will NOT be tolerated.

- Do not take, borrow, or use anything that does not belong to you without explicit permission.
- Items donated to the salon become permanent salon property and may not be taken back later.
- If you are unsure whether something is shared or personal, ask before using it.
- If a stylist is caught taking another stylist's tools, products, or belongings, they will be asked to leave immediately and law enforcement may be involved.
- Security cameras are in place for everyone's protection. While they may be used if necessary, I promise that I will not be eavesdropping on private conversations.
- If a stylist decides to vandalize any of the salon on their way out because they are throwing a tantrum. That stylist will be responsible for any replacement of broken

items and will have legal charges filed against them. If a small claims court is successful the stylist will be required to pay all court fees and loss of wages as part of the settlement.

If a client is caught stealing they will be prosecuted to the full extent of the law and banned from Salon Au.

## **12. No Smoking, Vaping, or Drug Use**

Salon AU is a smoke-free and drug-free environment. Smoking, vaping, or drug use is strictly prohibited inside or around the building.

## **13. Shared Stations & Retail Policy**

For stylists sharing a station:

- Each stylist is guaranteed three set days. A possible 4th day can be added for an additional \$150 per day. Must communicate with me about what days are available. You may adjust your base 3 days if a chair is open for emergencies.
- Stations must be clean and ready for the next stylist at the end of each shift. You will store your tools away when you are not working on the days you agree too.
- Stylists must respect each other's tools and products—NO unauthorized use. Stylists who have a camera on the shared station will be asked to disconnect or put away so the other stylist or their clients don't feel weird.

## **Retail Sales & Commission**

- Retail shelves are shared if PT and if you are a FT you get your own Gold Shelves.
- If you sell another stylist's product, you must ring up the sale under their Square account. NO EXCEPTIONS.
- If caught selling another stylist's product without properly processing payment, you will be asked to leave immediately.
- If there is a written agreement between stylists for reimbursement (e.g., via Venmo or replacing the product), it must be fulfilled within 24 hours.

#### **14. Relaxation Room & Massage Chair**

Salon Au features a relaxation room equipped with a full-body massage chair for clients to enjoy.

##### **> Massage Chair Preview + Charging**

- Clients may receive a 15-minute preview of the massage chair for marketing purposes.
- Any additional time must be charged and included in the stylist's rent payment as previously agreed.
  - Clients may use this space for a small fee set by Michelle. Payment is required before use or is payable on your rent checks.
  - Stylists at Salon Au receive free access to the massage chair as a perk of being part of the team.

- All salon amenities should be treated with respect—if they are abused, they will be removed.
- If a stylist or client breaks any tools, stations, or salon equipment, they will be responsible for replacing the damaged item.

## **16. Stylists Education**

- As a forever student my goal is to bring in education for all of us to enjoy. It won't be mandatory however if you want to keep leveling up your techniques I highly recommend joining when you can.
- Some education will be paid by Michelle as a stylist bonus to you! However some education will be available to you per your choice and at your costs.
- Per the educators schedule it will be based on what they have available on what days we will do the classes. I will try and keep them on Mondays. However if it's on a day that you work which won't happen often please make arrangements to move your clients to a different day. Remember its FREE education as a benefit from ME.
- Any education tablets/computer provided by Michelle will stay in the salon unless the stylist checks it out via verbal communication with a signed agreement. If stylists check out the tablet/computer and break said tool the stylist will be responsible for replacing that item.

## **NEW . . . Vacation Benefit, Medical & Emergency Leave**

### **Time Off, Medical Leave & Benefits**

#### Vacation Benefit (FT Booth Renters Only)

- One (1) free week of vacation per year, valued at \$185, applied to rent.
- Must give 90 days notice and be in good standing.

#### Scheduled Maternity or Medical Leave (FT Only)

- Up to 8 weeks free rent with a saved station.
- Requires 90 days notice when possible.

#### Emergency Medical Leave (FT Only)

- Case-by-case approval.
- Up to 50% off rent for a maximum of two (2) months.
- Applies only to situations preventing physical work (surgery, hospitalization over 7 days, broken limb).

### **17. Business Insurance**

Each stylist needs to provide Michelle with a copy of your self employed business insurance policy every renewal. The recommendation is \$100,000,000 to \$200,000,000 policy.

The salon has its own however it doesn't cover your products and tools. Must show me each year that it is paid for and active.

### **Salon Amendments:**

- Salon Au will provide a mini iPad that will be located next to each station. This is for work use only & stays in the salon at all times! ! No Exceptions!! There will be educational programs uploaded on to said tablet for your use. As well as you can have your daily calendar up at your station to prebook clients before checking out. This tablet is not for check out so please use the square registers up front for check out clients.
- Tablets will also have access to Netflix or other streaming platforms to our favorite shows. Please keep the volume low if others are around so we don't disturb others. Clients can also check out reusable ear buds that are cleaned after each client or they can hook up their own Bluetooth earbuds and watch/listen to their favorite shows/music
- Please help keep iPads charged at all times unless a client is using it in their lap.
- If a client/stylist breaks the iPad they will be responsible for replacing the current market value of that same iPad with no excuses or issues.

- Portable rolling TV is for educational events, holiday movies, etc... it will be respected by everyone in the sense of keeping it plugged in and not allowing clients touch it unsupervised. (Mainly kids, however adults need to leave it alone and only stylists can adjust it!)

**Non-Negotiables:**

- Monday's are for float days, education classes, salon fixing things, and a cleaning lady comes in. > You can always check with me to see if you can use that day as a float day & if there is nothing happening then yes you can work it.
- \$1 for snacks & drinks for personal use
- Must have licensed hanging in an approved frame on the wall at all times that you are working.

**18. Rental Amount Increases:**

I will always do my best to NOT increase however it is something everyone needs to do to run a successful business. Rental increases will be anywhere from \$50-\$100 based on the salons expenses and I will give you as much notice as possible.

As of January 1st 2026 Chair Rental Amounts for any NEW stylists joining are as followed.

FT \$900/month

PT \$600/month [3 days a week & Shared Station]

Daily Rate \$150/day [Shared Station includes all amenities, Based on what station is available]

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If current stylists want to change anything about their agreements beyond this point that hasn't already been discussed they will be at the new rental amounts listed above.

As of Jan 1st [Thrivers Kick Back] is going away.  
Current Stylist Current Rental Rate is as follow:

\$\_\_\_\_\_ per month for FT / PT – Rental Position

**Nail Tech Position:**

Daily Rate \$150 with 10 days or less  
FT \$300/Month

\$\_\_\_\_\_ per day/month Daily/FT – Rental Position

This rental amount is valid for 1 year from Jan 1st 2026 & will renew in 1 year if the stylist is still part of Salon Au Team with any adjustments to rental increases will be made during the renewal period. Which will be communicated 90 days before each new year's renewal.

Stylist agrees to above rent based on conversation and salon meeting

Check here if you agree.     Check here if you disagree. [Please note if you choose this box our professional relationship will be ending]

Salon & Stylist Notes::

**Agreement Acknowledgment**

By signing this agreement, you acknowledge and agree to uphold these standards to contribute to the high-vibe, supportive culture of Salon AU. This agreement will be re-signed each year with any updates needed.

Stylist Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

Salon Owner Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

**Employee Letter of intent/ agreement on working at Salon Au & Booth  
Renter Acknowledgment Form:**

**I understand in order to rent a station from Salon Au a culture agreement must be signed. As well as the first & last months rental payment amounts set by Salon Au on which rental position I am officially accepting.**

**During the first 90 days if the stylists decide to leave their last month's rental payment will go towards their last month at Salon Au. I understand that this is a NON REFUNDABLE rental payment (first & last months) in order to secure my booth rental spot at Salon Au. If a stylist decides to leave before 90 days, their last month's rental payment will NOT be returned.**

**I understand that I will resign the culture agreement once a year as a commitment to understanding the vibe of Salon Au and what is expected. At any point I want to exit Salon Au I will give a 90 day written or verbal notice to Salon Au to help make a smooth transition.**

If at any point I understand that it is NOT working out, Salon Au will give a 30 days notice that we will be not moving forward with our professional relationship. However if the situation requires immediate removal Salon Au has the right to terminate our professional relationship and any rental payments paid will be NON-REFUNDABLE.

I (stylists name) \_\_\_\_\_ understand and agree to the chair rental agreement & the Salon Au culture agreement given to me on behalf of Salon Au for either the Full Time / Part Time rental position.

FT \$900/month PT \$600/month Daily Rate \$150/day - Booth Rental

Nail Tech FT \$300/month or Daily Rate \$150/day - Rental/Independent

is due on the first day of each month by check or cash.

I understand Salon Au will send me a receipt each month for my records and at the end of the year transaction print out for tax purposes.

Stylist: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Paid to secure spot \$ \_\_\_\_\_

Owner: \_\_\_\_\_