

RMERC 2020 Rental Rates, Policies, Terms and Conditions

These policies keep our rates low, and everyone safe and happy. All renting organizations, staff and guests agree to abide by them. As is everything, they are subject to change.

- 1. Activities.** The Center is a home for meditation in nature, Ecodharma, and other spiritual practice. We are open to group retreats from communities, spiritual traditions, and practices that are contemplative in nature. We do not host solo-retreatants. We do not host events that are recreational, celebration, or commercial, and we do not allow recorded or amplified music outdoors, pets of any kind (including service animals, as moose and bears become more dangerous in their presence), unaccompanied children under the age of 18, or recreational drugs including cannabis and alcohol. Please respect this.
- 2. Rates.** We have two different sets of rates and policies. Rates are for retreat center rental only; meals are not included.

Regular Rates. Our regular rates are \$65 per person per night in summer (Memorial Day through Sept 28), and \$60 other times, with a 15 person minimum. These rates do not offer any discounts or free staff, everyone staying in the lodge must be paid for. You can charge as much as you like to the participants.

Rentals are a minimum of three nights. Bookings that do not include a Friday or Saturday can be held for only two nights, with an additional cleaning fee of \$200. Cleaning is included on all rentals lasting 3 nights or more.

Occupancy starts at 4PM the day of arrival and ends by 1pm the day of departure, without using the kitchen for lunch. If you would like to extend beyond these times on the day of arrival or departure, you can do so by adding half of the nightly rate for each day you want to extend.

Reservations are not considered final until deposits are received. Deposits to hold a reservation are \$400/night summer, \$350/night low season. At least 50% of the deposit must be submitted with the finalized contract to confirm the calendar hold. The remainder of the deposit is due 5 months before the first day of the program. Payment of a deposit constitutes acceptance of all terms and conditions herein and otherwise stipulated.

Dana Based Rates. The Center was created through the generosity (Dana) of many people, and is a labor of love, not profit. To keep retreat costs as low as possible groups renting the center are able to access our very low Dana Based Rates by adhering to the following policies. Please read them carefully. Your compliance with these policies may be audited by RMERC at any time. If you do not qualify for the lower rates, see regular rates above.

a) Teachers, leaders, managers, and organizers are not paid, but only receive reimbursement of actual travel and retreat expenses. Cooks can be paid. Voluntary

donations (Dana) for teachers and staff can be solicited during the retreat, but may not be required or have a set minimum.

b) Groups hosting retreats must set their rates to attendees so that after all direct retreat expenses are paid (costs for staff, travel, advertising, etc.), any profit, operating surplus, or set-aside for the organization overhead is under 10% of the total retreat cost. If you want to use a retreat as a fundraiser please talk to us first.

c) Organizers must have some kind of scholarship or sliding scale so that people are not turned away from the retreat for reasonable lack of funds. You can charge everyone a bit more to help those in need, or use any other mechanism you choose. We have some scholarship money available for 2020 retreats, so please inquire if this can apply to your program.

d) These rates do not contribute to our \$1M capital budget, but only cover direct operating costs. The retreat center is being bought and renovations paid for entirely from ongoing donations. By accepting these Dana rates, you are essentially getting all that for free. As a way of supporting us in turn, we request ten minutes at your retreat closing to ask participants to donate to RMERC, and to join our email list.

e) Attendees (yogis) will be needed to help out with yogi jobs at the center. Some may be in the kitchen helping with meal prep or cleanup, but we will also need help with bathroom cleaning and trash collection during the retreat, and lodge cleaning at the end of the retreat.

Our 2020 Dana Based Rates are as follows: \$45 per person per night in the summer (Memorial Day through Sept 28), \$40 per person per night all other times. With a minimum of 12 paid people. For every 8 paid participants, one staff person (teacher, manager, cook) gets a free room. (i.e. 24 paid guests gets 3 free staff). In addition, bookings of 7 nights or more receive 10% off.

Rentals are a minimum of three nights. Bookings that do not include a Friday or Saturday can be held for only two nights, with an additional cleaning fee of \$200. Cleaning is included on all rentals lasting 3 nights or more.

Occupancy starts at 4PM the day of arrival and ends as late as 1pm the day of departure, but you cannot use the kitchen for lunch. If you would like to extend beyond these times on the day of arrival or departure, you can do so by adding half of the nightly rate for each day you want to extend.

Reservations are not considered final until deposits are received. Deposits to hold a reservation are \$300/night summer, \$250/night low season. At least 50% of the deposit must be submitted with the finalized contract to confirm the calendar hold. The remainder of the deposit is due 5 months before the first day of the program. Payment of a deposit constitutes acceptance of all terms and conditions herein and otherwise stipulated.

Daylong Retreats. Daylong retreats can be booked up to three months in advance, unless they are within one or two days of an already booked retreat, in which case they can be booked anytime. The day use flat rate is \$250 for a weekday, \$350 for a Saturday, Sunday or holiday. Day use includes the land, meditation hall, and bathrooms. Use of the kitchen will incur a \$100 cleaning fee unless it is cleaned before you leave. Daylong deposits are 50% of the applicable rate.

- 3. Payments, cancellation, and penalties.** The initial 50% of the deposit is nonrefundable. If a booking is cancelled more than five months in advance, any additional amount of the deposit that has been paid will be refunded. If it is cancelled less than 5 months before it starts, no refund is guaranteed. If another group books some or all of the nights, then a pro-rated refund will be issued, up to 50% of the full deposit. Final payment and your final attendance number must be received at least one week before your arrival at the Center. If additional participants join during the final week, you can pay for their rooms upon arrival. If less people show up than you paid for, and you want to offer refunds back to them, we will work with you to support this process. Please be prepared to show your refund policy to RMERC staff when requesting any additional refunds after the final payment has been made. If any payments are made by credit card, a 2.3% processing fee will be added.
- 4. Occupancy.** Maximum overnight occupancy is 30 people, including all participants and all of your staff. Daylong use is 40 people max. There are no exceptions to this.
- 5. Publicity.** While marketing and registration are up to you, public retreats are posted on our website schedule as a courtesy to your program and our community. We will request a description, a link to further information, and an image.
- 6. Pricing and inclusions.** Overnight bookings include use of the lodge, including the kitchen, and the 180 acres of the center. The small cabin is off limits. Please respect adjacent private property where marked.
- 7. Resident Manager/Cook.** With few exceptions, our resident manager will be on the property for most or all of your retreat. You will find them an extremely helpful resource. They are interested in dharma, and if appropriate they may want to attend some of your sats and talks, which is up to you. In addition to helping with lodge logistics, they are an experienced cook, and can be hired to cater your retreat. They live in the lodge, and count on having meals with your group.
- 8. Retreat Manager.** All groups renting the center must have a designated Retreat Manager (for small groups it can be the teacher) who is not in total silence, and able and responsible to coordinate with your participants, our resident manager, and your cooks, in order to manage the retreat, the lodge, the grounds, and insure that everything works smoothly.
- 9. Kitchen.** How you handle food, shopping, and cooking are up to you. You can cook yourselves, bring a cook(s), or hire the resident manager/cook. Most retreats also

have yogi jobs (work practice) where participants help with cooking and cleanup. All utensils, cooking items, service items, and kitchen equipment must be cleaned after each meal, the kitchen completely cleaned at the end of your retreat, and anything broken must be replaced or repaired.

- 10. Cleaning.** The lodge will be clean upon your arrival. If paying regular rates one cleaning is included at the end of your retreat (excepting kitchen above which must be left clean after each meal and cleaned at the end by your kitchen staff). If additional cleaning is required during your retreat it can be arranged in advance, and is \$30 per hour paid to our on site manager. Dana based retreats will have participants sign up for yogi jobs (work practice) to take care of ongoing cleaning, and working with our manager doing end of retreat cleaning, (and probably assisting cooks with meal preparation and cleanup as well).
- 11. Linens.** Two sheets, a pillowcase, pillow, two blankets, and a towel are supplied for each lodge guest. Campers get a towel. For retreats 8 nights or more, a change of linens will be provided half way through.
- 12. Parking and Carpooling.** Please take steps to facilitate carpooling for your retreat. Regardless of retreat size, there are spaces for just 22 cars at the center. All cars associated with your event must park in our guest parking lot. For day long retreats please carpool from Boulder: the Four Mile Trail parking lot on Lee Hill Dr. just west of Broadway can be a good place to carpool from for day use (no overnight parking). Absolutely no parking is allowed on Overland Rd., or in back of the lodge.
- 13. Wildlife.** The area is home to abundant wild animals, including rodents and bears, that will try to enter the lodge to search for food. Doors must remain closed securely at all times. First floor windows can be open for air circulation when people are present, but should be closed and latched when empty and at night. Renter is responsible for all damages should an intrusion occur through an open or unsecured door or window. There are moose on the property; they can be dangerous if confronted or surprised. Do not get between a mother moose and a baby.
- 14. Safety and Health.** There is a phone in the lodge: 303-459-1012, which is for emergency use only. The nearest 911 Emergency Services are a few miles away in Jamestown. There is a first aid kit in the lodge by the east door. We are not responsible for the health and safety of your participants. The altitude at the center is 8500': occasionally people coming up from sea level experience altitude effects, so please advise them on preparation, symptoms and remedies. Staying overnight in Denver or Boulder (at 5300') before a retreat is a great way for people coming up from sea level to acclimate. Drinking plenty of water is key.
- 15. Contact and Internet.** There is no cell service at RMERC. The landline phone number, 303-459-1012, may be shared with your participants for emergencies only. There is wifi at the lodge, and we will give the code to your staff for their use only. Our use is metered and limited, and no participant use, video streaming or sending of photos is permitted. You are not allowed to give out the wifi password to any

attendees, for any reason. If attendee use is noticed or detected the password will be changed and your staff will not get the new one.

16. Lodge Maintenance. The lodge was built in 1939 and is a historic building, so please treat it tenderly. All maintenance needs should be reported immediately to the resident manager.

17. Fire. Forest fire is an ever-present concern. Campfires are only allowed in the fire ring by the barn, not anywhere else, for any reason. They must be doused completely with water when done, and never left unattended. The county bans all fires when conditions are dry, and if a category 2 ban is in effect, we will notify you, and no campfires will be allowed. Stacked firewood is usually available in the barn, but gathering down or dead wood in the forest is fine if it is not.

Smoking is strictly prohibited at all times anywhere except in the parking lot, and butts must be crushed and then put in the trash in the lodge. Matches, lighters, candles, incense or fires of any kind are prohibited anywhere in any building, except that a single incense stick is allowed in the meditation hall, while occupied, if the holder is placed on a metal or ceramic tray or plate that is twice as wide as the height of the stick.

18. Hiking. Our land includes many beautiful trails and sitting spots, and trail maps are provided. To prevent erosion and people getting lost, hiking off trail is not permitted: please stay on the trails. People walking alone can go off trail a few feet to find a place to sit, but group sits must be in designated areas only.

19. Orientation. Orientation and materials will be provided by the resident manager, and must be attended to carefully by your staff and guests. You are responsible for making sure all of this happens. All guests including your staff are required to sign the RMERC waiver upon arrival. There are no exceptions to this.

20. Dana. Our resident manager will give a short Dana (donation) talk to the participants at the end of your retreat. While your rental covered a share of our operating costs, we are 100% dependant on donations for all of our capital expenses, including buying the property and renovating the buildings and infrastructure.

**If any of these terms are unclear, or if any policy modifications are necessary for your specific program, we will be glad to discuss them with you.
Please send an email to Stephen@rmerc.org with any questions.**

Agreed and signed by Renter:

Organization _____ Name _____ Title _____

Signature _____ Date _____

What to bring to a retreat at RMERC; please tailor this list for your retreat and share with participants.

For Campers Only:

Tent

3 Season sleeping bag, and optional sheet, pillow and pillowcase (not provided to campers)
Sleeping pad.

Note: The retreat center has pillows, sheets and blankets for all indoor beds, but not for camping. Towels are provided for everyone. If you require extra warmth at night bringing a sleeping bag may be a good idea. We also have chairs inside and out, and zafus and zabutons inside.

For All:

Two 1 liter water bottles

Sunscreen and lip balm

Hat (wide brim, for the sun, perhaps a spare)

Sunglasses (perhaps a spare pair)

Insect repellent and mosquito head net

Headlamp/flashlight (plus batteries)

Watch

Comfortable outdoor shoes for walks

Slippers: shoes are not allowed inside the lodge

Appropriate clothing for season and type of retreat. If you will be outside a lot, cotton is not a good material to stay warm if wet, wool and synthetic knits are much better.

Parka: waterproof and windproof shell jacket

Checks or Cash for Teacher and Retreat Center Dana

Toiletries: biodegradable and scent-free, please, including sunscreen

Medication(s) and personal first-aid needs

Small amount of snacks and drink mixes

Depends on retreat, may be optional or necessary:

Trail Chair (Crazy Creek, Thermarest or other) for hiking to sitting away from the lodge. We have carpet pads if you do not bring one. Emergency whistle

Small plastic container(s) with a lid for packing trail lunches if your retreat is doing this

Daypack or large waist pack

Hiking shoes or boots, broken-in

Bandana

Bathing suit (for the creek)

Additional outdoor and indoor clothing for season and type of retreat