Springwater Center Retreat Application

Date of Retreat/Quiet Weeks _____   **I will be coming for** _____ **days.**

Name _____   Age _____   Gender _____

Phone _____   E-mail _____

Address: *Street* _____   *City* _____   *State* _____   *Zip* _____

Emergency contact _____   Phone _____   E-mail _____

Arrival date _____   Time _____   How? _____
(Note: It is necessary to make arrangements ***in advance*** if you wish to arrive on a day before retreat begins.)

Departure date _____   Time _____   How? _____

Do you need a ride to/from the airport, bus or train station? _____   I include my donation of _____   for this service.
(The suggested donation for rides is $25***** each way. Rides may not be available late evening or early morning.)

We serve a vegetarian menu with eggs and milk. If you have gluten sensitivity, it can be accommodated. For other special dietary needs, please plan to bring your own food supply.

Do you have any disabilities or health problems (e.g., allergies) that you feel we should know about for assigning your job and/or room? Do you have difficulty climbing stairs?

We have basic accommodation in rooms housing two to four participants. *Please let us know if you snore loudly or are sensitive to snoring.* If you are interested in single-occupancy, couples sharing, or the guest cabin, requests will need to be made directly to the receptionist. You may request a tent platform; in the event of thunderstorm, there will be a space for you in the house.

Do you have any skills that would be helpful for assigning a retreat job (kitchen, housekeeping, or outdoor work)? If you have attended retreat before and prefer a specific job assignment, please let us know. While there are many factors that affect job assignments, we will do our best to accommodate your request.

Do you have any medical training that might be helpful in case of an emergency during retreat?

Have you attended retreat at the Center (Yes/No)? _____   Date of last retreat _____ . If not, how did you hear about us?

If you would like to make a donation to the retreat assistance fund which helps people in need to attend retreat, please indicate

the amount here $_____ , and include it with your payment for the retreat.

Payment Options

If you are paying with a **credit card (Visa/MC),** please send your completed application with the **Order Form** enclosed in the Newsletter. If you are paying by **check**, please send your check along with a completed application.

Retreat and Silent Week Fees

Please pay in U.S. funds only. Member dues should be current to receive the member rate. To determine the total fee, multiply the rates below by the number of retreat/silent week days you will attend. If you are staying as a guest outside of retreat/silent week time, a different contribution rate applies. Check the order form or website for details.

Member Rates*:	$60/day of retreat	$43/day of silent week
Non-member Rates*:	$80/day of retreat	$52/day of silent week

* For updated price information, please check our website at <u>www.springwatercenter.org</u> after January 1, 2011.

Please see the other side of this application for important information concerning retreat.
Springwater Center is a 501(c)(3) not-for-profit corporation. Retreat fees, membership dues and donations are tax deductible.

RESERVATIONS: Please remember to use an application form (the other side of this page) to apply for retreat and silent weeks. The form has information about your travel plans, and work and room preferences that we need to make the best arrangements we can for your stay. If you need an extra form, please call the Center or print it from the website.

An application will NOT be considered without FULL PAYMENT or prior arrangement with the Financial Office for full payment before retreat/quiet weeks begins ($50 of which is a non-refundable deposit). Applications will be accepted in the order received. If we cannot accept you into a retreat/quiet week, we will notify you. We recommend, however, that all applicants call us to be sure we received your application and to confirm your place. If we cannot accept you, we return the entire fee including the deposit.

> Cancellations: We keep the $50 deposit if you cancel, including if you switch to another retreat. If you cancel 48 hours before retreat begins, or anytime thereafter, we normally keep the entire fee.

RIDES TO/FROM ROCHESTER: Let us know the FULL details of your travel arrangements as soon as possible if you need a ride from the airport, train or bus station in Rochester (one hour away). It is helpful if participants needing a ride to Rochester on the last day of retreat arrange to leave after the retreat ends at 3:00 p.m. It is not always possible to provide rides after retreat has begun, before it ends, or on Monday following retreat. If it is unavoidable for you to arrive late or leave early, please confirm *in advance* that a ride will be available. At the airport, remain inside the terminal and wait for our staff driver to meet you by the small newsstand/café on the baggage claim level. Our cell phone number is (585) 330-7613 if you need to contact the driver.

If you are traveling by car and need directions, please call the Center or refer to the directions on the website.

ARRIVAL AND DEPARTURE: Please help retreats run smoothly by arriving no later than 4:00 p.m. on the day a retreat begins for room and job orientation, and leaving no earlier than you state on your retreat application. Having to reshuffle work assignments creates extra work and can be disturbing to others during retreat. Everyone is welcome to stay overnight after retreat with post-retreat dinner and breakfast included in the retreat fee.

BEDDING AND CLOTHING: If possible, please bring your own bedding, towels, and indoor footwear. Depending on the time of year, you may also wish to bring rain gear, winter clothing, boots, and hats.

SINGLE ROOMS AVAILABLE IN ALL RETREATS: Single rooms are available in every retreat. For a seven-day retreat, we ask a surcharge of $175***** (pro-rated for shorter retreats) for a single room. Please make the request on your application form and call us to confirm that we are able to provide the room.

MEETINGS IN RETREAT: There are many opportunities to meet privately in all retreats with the people Toni has named to carry on the work of the Center, and with fellow participants.

ATTENDING TALKS DURING RETREAT: A reminder that anyone may attend talks during retreat, as well as the sitting before and after. Retreat talks begin at 11:05 a.m., after the 10 a.m. sitting. If you wish to stay for lunch, there is a $6 donation. Please call the coordinators at least a day in advance to let them know you are coming and to make necessary arrangements.

THE RETREAT ASSISTANCE FUND: This fund is available to help anyone attend our scheduled group retreats who cannot afford the full fee. Assistance of up to half the fee may be available. To apply for assistance, fill in the assistance form on the website or contact the Financial Office.

> **Please see our website for more information:**
> *www.springwatercenter.org*

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