



RMERC 2025 Rental Rates, Policies, Terms and Conditions

Updated, December 1, 2023

NOTE: FOR INFORMATION PURPOSES ONLY. THIS DOCUMENT SUBJECT TO REVISIONS.

[FOR SIGNING PURPOSES: Please read this rental agreement carefully before signing below. All renters and their staff agree to abide by all details included here. Given the ongoing uncertainty of the times we are living in, these are subject to change, and we will notify you of any additional modifications if they are necessary.]

CONTENTS

1. **ACCEPTABLE USES**
2. **RETREAT SEASON**
3. **TYPES OF RENTALS: PRIVATE VS HOSTED**
4. **PRIVATE RENTALS - RATES AND TERMS**
5. **HOSTED RENTALS - RATES AND TERMS**
6. **DAYLONG RENTALS – RATES AND TERMS**
7. **LEGAL**
8. **FACILITIES**
9. **RETREAT MANAGEMENT**
10. **HEALTH AND SAFETY**
11. **OTHER DETAILS**

1. ACCEPTABLE USES

Rocky Mountain Ecodharma Retreat Center (RMERC) 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. The facility is available for residential and daylong retreats, and retreats can be public or private.

The center was created through the generosity ('dana') of many people, and is a labor of love, not profit. In turn, we rent to groups that offer **dana-based retreats**, in which teachers, leaders, managers, and organizers are not paid, but only receive reimbursement for actual travel and retreat-related expenses.

We are committed to providing an environment for inclusive low-cost retreats, and as such we make scholarship funds available to participants in all retreats (see below).

We do not rent the facility for 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. RETREAT SEASON

Retreat Season. The center is available for retreats from late April until mid-November. Residential retreats have a minimum length of three nights if including a Friday or Saturday night, or two nights for weekday retreats. Occupancy starts at 4PM on the day of arrival and ends by 1PM the day of departure. You can extend arrival or departure time at extra cost.

Day-long retreats are generally scheduled between multi-day retreats, typically on a weekday.

Applications for use of the center in 2025 are due no later than February 15, 2024, and decisions are announced in March, 2024. We will continue to accept applications for the 2025 season if space is available.

3. TYPES OF RENTALS: PRIVATE VS HOSTED

RMERC offers two rental options: 'private' and 'hosted'. For **private rentals**, groups pay a nightly per person rate, with a 16 person minimum. Rates vary by season (see details below.)

Retreats that are dana-based and open to the public are eligible for our '**hosted rental**' model, in which we provide registration services for your retreat and also assume all responsibility for numbers of participants (see details below).

4. PRIVATE RENTALS - RATES AND TERMS

To keep rental rates low, we only charge for the number of individuals staying at the center; however, there is a 16-person minimum and a deposit is required to hold your space (see cancellation policies below). Our retreat cabin is available for private group retreats at a cost of \$100 per night. Either the teacher or a staff member must be an RMERC member to use the retreat cabin. (See the Facilities section below for more information about the retreat cabin.)

(a) Acceptable Use. Private rentals must adhere to the following policies. Please read these carefully.

- After all direct retreat expenses are paid (costs for staff, travel, food, advertising, etc.), any profit, operating surplus, or amount set-aside for organization overhead is

less than 10% of the gross (total) retreat revenue. (If you want to use a retreat as a fundraiser, to pay teachers, or generate income, etc., please talk to us first.)

- Organizers must offer some kind of scholarship or sliding scale so that people are not turned away from the retreat for reasonable lack of funds. Currently, RMERC will offer reimbursement for scholarships awarded to participants up to the full amount of the retreat, less \$120 for retreats of 4 nights or less, and \$180 for retreats of 5 nights or more.

(b) Rates for dana retreats

- **\$60** per person per night in summer (May 26 through Sept 28)
- **\$55** per person per night low season (before May 26, after Sept 28)
- **16** paid person minimum.
- **1 free staff person for every 8 paid participants**
- Reservations of 8 nights or more receive 10% off.
- **Deposit: \$350/night summer, \$300/night low season.** At least **50% deposit plus signed contract required to hold a reservation.** Remainder of deposit due 5 months before first day of retreat. You must opt-in to this payment plan, otherwise you will be billed for the entire deposit at the time of confirmation. If a deposit is not received, your reservation may be cancelled. Payment of any portion of the deposit constitutes acceptance of all terms and conditions herein and otherwise stipulated.
- Early arrival (before 4 pm) or extended stay (after 1 pm) increase the per nightly cost by half the nightly rate

(c) Publicity

At your request, we will include your retreat in our public listings on our website and promote your retreat in our newsletters.

(d) Accounting

- Your attendance numbers and payment of your retreat balance must be received at least two weeks before your arrival at the Center.
- If additional participants join after payment, we will adjust your account balance in our final calculations.
- We do not offer refunds if attendees do not show up for your retreat.
- Payments to RMERC can be made by check or bank transfer. All payments by credit card will incur a 3% processing fee.

(e) Leader Cancellation Policy: Please read this carefully. If RMERC is open and you cancel your rental for any reason, including Covid, these terms apply.

- **The first half of your deposit is nonrefundable.**

- Cancellation 5+ months in advance of your retreat: any amount over the first half of the deposit that has been paid will be refunded.
- Cancellations less than 5 months in advance of your retreat: no refund is owed or guaranteed. If another group books some or all of the nights, then a pro-rated refund will be issued, up to half of the full deposit rate.

5. HOSTED RENTALS - RATES AND TERMS

Groups offering public, dana-based retreats are eligible for our Hosted Rental model. For hosted rentals, RMERC assumes all responsibility for numbers of participants, and also retains all income from registrations, less expenses budgeted by the group (such as costs for food, cooks, and travel). The lodging cost for participants is standardized, though varies depending on your budget (costs of food, cooks, travel, and use of the retreat cabin). The retreat cabin can be reserved for use by either yogis or leaders. The cost for use of the cabin will be passed on to retreatants, and will therefore slightly increase the retreat price. Cabin rental that is not part of the retreat pricing must be paid for out of pocket.

RMERC strives to fill every retreat to capacity (but please let us know if you have a maximum less than the capacity of the center). Our marketing of retreats includes listings on our website, in our newsletters, and on social media, as well as paid advertising.

Note: Please talk to us if you are interested in the Hosted Rental model for your private retreat.

(a) What RMERC Provides. Online program listing, registration services (registration forms, payment processing, room placement, notifications), a standard waiver form, communications with participants, and providing participant platforms for carpooling.

(b) What the Leader Provides. Leaders are responsible for retreat programming, screening of participants, onsite management of their retreats, and promotion of their retreats to groups. Onsite management includes providing meals, coordinating with our resident managers, and overseeing yogi jobs.

(c) Leader Expenses. Leaders need to budget for the following items so that RMERC can collect the necessary funds during registration. Note that these costs will be covered by participants, and will therefore increase the prices for your retreat (the costs will be distributed across all participants).

- Staff travel costs
- Food and cooks
- Additional costs, which may include marketing and any sangha overhead (e.g. liability insurance) you need to cover your retreat (please keep to a minimum fair share).

(e) Scholarships. RMERC will cover all scholarships up to the full cost of the retreat less the registration deposit. We will provide scholarships to anyone that honestly needs and requests one in the amount required for them to attend.

(f) Accounting: Approximately 2 weeks before your retreat, we will send leaders the funds collected for their retreat budget.

6. DAYLONG RENTALS – RATES AND TERMS

- Day use includes the land, meditation hall, and bathrooms.
- The day use **flat rate** is \$250 for a weekday, \$350 for a Saturday, Sunday or holiday.
- All cleaning must be handled by the program staff or participants. Alternatively, a \$100 cleaning fee can be paid.
- **Daylong deposits** are 50% of the applicable rate.
- **Maximum daylong occupancy** is 40 people.

7. ADDITIONAL NIGHT STAY POLICY

(a) Late Departures: In general, yogis and teachers are asked to vacate the lodge and leave the grounds by 2:00 p.m. on the final day of their retreat. Requests to stay additional days will for the most part not be approved; if there is some compelling reason an individual needs to stay an additional day, it will be considered by the Resident Manager on a case by case basis, and only if there is no retreat scheduled for the following day.

(b) Early Arrivals. In general, requests by yogis to come early will not be approved. Teachers and retreat managers may request to come one night early for the per person per night private rental rate, provided there is at least one full day scheduled between retreats. If retreats are scheduled on consecutive days, requests to come early will not be approved. The cost to teachers of staying an extra night will be deducted from the reimbursement check that teachers get from RMERC.

(c) Between Retreats. Teachers and yogis may stay one or two nights between retreats if attending multiple retreats, at no additional cost. If for some reason there is a larger gap between retreats, requests will be considered by the Resident Manager case by case; the per person per night base rate rental charge will apply. Those staying should coordinate with the resident manager beforehand regarding food.

(d) Retreat Cabin Use. Note that the retreat cabin can be rented for extended stays at RMERC, provided that it is available and not already rented, and that the teacher or a staff person is an RMERC member; this can provide a good option for those desiring longer stays. Rental cost of the cabin for teachers wishing to extend their stay before or after a retreat is \$100 per night, and teachers may reserve the cabin for one extra night before and after their retreat. The cost of renting the cabin will be deducted from the reimbursement check if the retreat is a hosted rental or will be added to the invoice if the retreat is a private rental.

8. LEGAL

Liability Insurance. All renters are strongly encouraged to have their own \$2 million general liability policy, with RMERC listed as an additional insured. We recommend that the policy cover work performed on the premises of RMERC.

Waivers. All guests including teachers and staff are required to sign an RMERC waiver prior to arrival. The waiver can be signed electronically.

9. FACILITIES

RMERC rentals include use of the land (180 acres), the lodge, camping areas, and optionally our retreat cabin. For multi-day retreats, we can host groups of up to 30 people sleeping in our lodge and surrounding campsite area, and up to 3 people sleeping in our retreat cabin. For day-long retreats, the capacity is 40 people. These numbers do not include our resident manager(s), who also live at the lodge.

The lodge has a meeting/meditation room, a dining area, and a commercial grade kitchen available for your use. The lodge can sleep up to 25 people in a combination of private and shared spaces, or 16 people if all sleeping spaces are private. We also offer two 'glamping' tents, 10 campsites, 2 RV sites, and a retreat cabin that can sleep up to 3 people.

Retreat Cabin. The retreat cabin is located about 100 yards from the main lodge. It is a self-contained space, including kitchen, bathroom, bedroom with two twin beds, and living area with pullout couch/bed. The cabin is a good option for teachers and staff who wish a private space; see above for cost.

To use the cabin, either the teacher or a staff member must be a member of RMERC. Please note that if the cabin is not used for your retreat, the cabin may be rented for personal retreats, and on occasion used by RMERC staff, in which case the property is shared with retreat cabin occupants.

10. RETREAT CENTER MANAGEMENT

Resident Manager With a few exceptions, our resident manager(s) will be on the property and living in the lodge during 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 sits and talks, which is up to you. Because they live at the lodge, we ask that you include them in the meals for your group. The Resident Managers are available to cook for your retreat if you wish to use them.

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 to coordinate with your participants, our resident manager, and the cooks, in order to manage the retreat, the lodge, the grounds, and ensure that everything works smoothly.

Kitchen How you handle food, shopping, and cooking are up to you. You can cook yourselves or you can bring or hire a cook(s). We ask that you adhere to best practices for hygiene in the kitchen. 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.

Cleaning The lodge will be clean upon your arrival. To minimize costs, we ask that you assign yogi jobs (work practice) to take care of ongoing cleaning of common areas and bathrooms and cleaning at the end of retreat, as well as meal preparation and cleanup.

Linens Two sheets, a pillowcase, pillow, two blankets, and a towel are supplied for each lodge guest, including glamping. Campers get a towel. For retreats 8 nights or more, a change of linens will be provided halfway through.

Orientation A group orientation (and materials) will be provided by the resident manager on the first day of arrival, and must be attended to carefully by all of your staff and guests. You are responsible for making sure all of this happens; please leave half an hour for this on your arrival day.

Dana Voluntary donations for teachers and staff can be asked for during the retreat but may not be required or have a set minimum. RMERC also requests ten minutes at your retreat closing to ask participants to donate to RMERC. We are 100% dependent on donations for all of our capital expenses, including buying the property and renovating the buildings and infrastructure.

11. HEALTH AND SAFETY

COVID-19: RMERC will continue to monitor the covid-19 situation and will implement policies accordingly. In the past, RMERC's covid policies have conformed to CDC and county guidelines, with some variation according to teacher preferences. Individual retreats may impose more stringent requirements than RMERC's requirements, if they wish. We will update the community on our covid-19 policies for the summer of 2024 closer to the retreat season.

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.

Emergencies There is a phone in the lodge: 303-459-1012, which is for emergency use only. The nearest 911 Emergency Services are just a few miles away. 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.

Altitude The altitude of 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.

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 gravel 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.

12. OTHER DETAILS

Contact and Internet There is no cell service at RMERC. The landline phone number, 303-459-1012, can 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 your 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.

Parking and Carpooling. All cars must park in our guest parking lot above the lodge. There are spaces for just 22 cars, which is generally sufficient for residential retreats. Absolutely no parking is allowed on Overland Rd., or next to the lodge.

Guests arriving from out of town often need help getting to the center, and we suggest that you arrange some sort of carpooling. Carpooling for tuition-based retreats is set up by RMERC.

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).

Lodge Care 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.

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.

Closure If RMERC must close and cancel your event for *any reason*, including natural/accidental/political/health reasons, you will receive a full refund of all funds that you have paid to RMERC, including your entire deposit. RMERC has been able to operate during the past two seasons of Covid safely and legally, but we will follow public health orders for us to close.

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 registrar@rmerc.org with any questions.

The signed contract and deposit are due within two weeks after receiving the acceptance and confirmation packet for your retreat.

I certify that I am authorized to execute this agreement and agree to abide by all RMERC policies, terms, and conditions. I and our organization agree to defend RMERC, indemnify it and hold it harmless from any and all claims associated with our use.

Agreed to and signed by:

Organization: _____ FOR INFORMATION ONLY _____

Name: SAMPLE DOCUMENT **Date:** NA

My printed name constitutes a legally binding agreement to this contract.