



HOSTED GROUP FACILITIES USAGE POLICIES

Our Mission Statement:

"The welcoming community of Siena Retreat Center provides retreats and programs that renew lives and deepen holistic spirituality in an environment of peace, joy, and beauty. In the spirit of the Racine Dominicans, we seek to be a catalyst for a more just and compassionate world."

RESERVATION PROCESS

The Siena Retreat Center is a retreat center operating for the purpose of providing opportunities for spiritual growth and development. Groups and individuals requesting space at the Retreat Center must confirm the intent of their retreat is consistent with the mission and purpose of the Center.

Minors of any age, including infants, are not permitted at Siena Retreat Center for retreats or programs.

Requests for use of the Siena Retreat Center are made and confirmed with the Arrangements Coordinator by emailing arrangements@sienaretreatcenter.org or calling (262) 898-2580. A signed contract and non-refundable deposit formalizes the agreement and holds the reservation date. Signing the contract commits the group leader and group members to following all Siena Retreat Center protocols.

Requests for special bedroom needs (including ADA-accessible rooms, shared rooms, rooms with recliners [for medical purposes only], or rooms near the elevator) must be made by the final count date listed on the contract. We cannot guarantee these needs can be met if not informed in advance. Non-medical requests may not be able to be accommodated because of the number of people served.

Group leaders are required to collect participant information including phone number, email, and emergency contact to be shared with Siena Retreat Center's front desk on arrival. This information will not be used for any SRC marketing.

COST/PAYMENTS

Prices are adjusted annually, effective September 1st. Groups and individuals will be billed at rates in effect for the year in which their retreat is held. The next year's rates will be available by March 1st.

A non-refundable, non-transferable deposit of \$25 per person, per night, is required to complete your reservation and to secure the date. The booking deposit is applied to the invoice, which is due upon arrival.

Cancellation notification is to be made as soon as possible. Cancellation policies based on received date can be found on the rate sheet.

The balance of payment must be paid upon arrival unless other arrangements have been made at the time of setting the contract. The invoice is based on the counts received by the final count date listed on the contract (generally 10 days before the start of the retreat). An invoice will be available at that time for those who would like to pay in advance.

Individual payments for a group retreat are not permitted. Group leaders are responsible for collecting payments prior to the retreat and paying the invoice with one method of payment.

WHILE ON SITE

All retreatants, retreat leaders, and guests are expected to arrive/depart at the contracted check in and check out times indicated on the reservation contract. If someone within your group plans to arrive outside of the contracted times it must be within the regular scheduled check in window (Monday-Friday 9 am-5 pm or Saturday & Sunday from 9 am to noon). Staff or a trained volunteer must be present for all check in's.

A welcome by the staff will be provided at the beginning of the retreat. Key information is shared at this time regarding the facility, the grounds, and support. The timing for this welcome will be determined when the reservation contract is completed.

Retreats can be scheduled to start during normal business hours (Monday-Friday 9 am-5 pm or Saturday & Sunday from 9 am to noon) and at other hours at the discretion SRC staff. Timing (start and end) should be arranged well in advance with the Arrangements Coordinator and confirmed no later than 10 days before the start of the retreat.

Groups are advised that bedrooms may not be available until 3 pm on their arrival day and that guests will be asked to vacate their bedrooms by 11 am on their departure day.

To keep a prayerful and contemplative environment, it is expected that all retreatants, retreat leaders, and guests observe silence on the bedroom floors.

Groups are advised that if they are organizing a social involving alcohol, non-alcoholic alternatives must be served.

Siena Retreat Center is a part of a smoke-free campus; this includes e-cigarettes and vaping. Smoking is only permitted in a privately owned vehicle. Tobacco use is prohibited anywhere on the Siena Campus.

Illicit drugs and weapons are prohibited.

Drivers whose cars are in the parking lot overnight will be asked to provide their license plate numbers at the front desk on arrival.

Contractee assumes responsibility for damages, loss, or destruction to any campus property by any member of the group. A member from the group will notify staff of any property damage caused.

Siena Retreat Center is not responsible for lost or stolen personal property of retreat participants.

Siena Retreat Center permits service animals in accordance with Americans with Disabilities regulations. Other animals are not allowed. No animals of any kind may be kept in cars on the Siena campus, either overnight or during the day, regardless of weather.

MEETING ROOM USE

Meeting spaces will be setup to accommodate your groups needs based on information provided on the reservation contract. Please only use the rooms that have been assigned to you. Groups or individuals will be billed for use of additional spaces that were not assigned.

Please use painters tape when attaching papers to the walls and remove them carefully at the end of your retreat. Under no circumstances may anything be attached to the white portion of the walls as they are specially painted to function as a projector screen.

Siena Retreat Center has a very sensitive fire detection system. No candles or incense are allowed in the building. Guests are unable to have bonfires anywhere on the Siena Campus.

Walking barefoot is permitted only in meeting rooms as part of a spiritual/religious practice or ritual. Be advised that we cannot guarantee the carpets will be completely free of any item that might harm your feet. Bare/stocking feet are not allowed anywhere else in the Retreat Center (with the exception of private bedrooms).

MEALS/FOOD SERVICE

Meals are prepared by an offsite catering company. Meals will be served at the following times:

- Continental breakfast, self-serve, available from 6-10 am
- Lunch 12-12:30 pm
- Dinner 5:30-6 pm

All meal requests and cancellations must be submitted by the final count date provided on the contract (generally 10 days before the start of the retreat). Guests who cancel meals after the final count has been submitted will be responsible for the full meal cost.

Lunch and dinner meals serving fewer than 15 people will be pre-boxed. Lunch and dinner meals serving 15 or more people will be served from the hot buffet. Lunch is the main meal of the day and includes dessert. Dinner is lighter fare, such as soup and salad, or build your own baked potato, and does not include dessert.

The catering team can meet vegetarian, gluten free, and lactose intolerant diets; however, we are not equipped to accommodate food preferences. If your dietary/food allergies are severe you may be asked to provide some or all of your own food. A freezer, refrigerator, microwave, and toaster oven are available for guest use.

Please notify us if your group will be observing silence during meals. It is the responsibility of the group leader/s to provide this information to the Siena Retreat Arrangements Coordinator so accommodations can be properly made in advance.

A beverage center with coffee, tea, juice, and ice/water is available at all times to all guests in the Retreat Dining Room. Snacks and soda are not for sale however guests are welcome to bring in their own food to store in their meeting room or Retreat Dining Room refrigerator.

We discourage the use of single use plastic water bottles for the health of our Earth; water at Siena Retreat Center is filtered and safe.