

Mount Tabor Center, Inc. Policies

Thank You for choosing Mount Tabor Center for your gathering. The center has a rich 50 year history as a convent and retreat house. We consider the center holy ground because so many people spent their lives in dedication to God and Jesus is present in our Eucharistic Chapel. You can feel God's spirit alive at Mount Tabor Center.

Facility Use: The Mission of Mount Tabor Center is a retreat center rooted in the Gospels and Catholic tradition. Our ministry is dedicated to creating rich spiritual experiences in which youth and adults of all faiths are encouraged to encounter Jesus and respond in faith and love. Groups are welcome to use the facility for spiritual retreats or programs which Mount Tabor identifies as being consistent with our mission. Mount Tabor Center reserves the right to refuse facility usage by outside groups and the decision to grant usage is at the discretion of the Director.

Respect: Mount Tabor Center staff and facility is here to serve you and meet your needs. We do ask that your group treat the staff, building and grounds the way Christ would treat them. We desire to cultivate and maintain a Christian environment that enables our guests and our staff to glorify God.

Safe Environment: Mount Tabor Center follows the Safe Environment and Appropriate Conduct guidelines of the Green Bay Diocese.

Supervision of your group is the responsibility of your group's leadership. Please do not remove or disassemble furniture from any of the rooms in the center. Your group will be expected to cover the cost of repair or clean up of damages your group incurs that are not part of normal wear.

Cleanup is the responsibility of the group using the facility. We hope you will leave the facility and grounds in as good or better condition than when you arrived. Recycle bins for empty soda cans, plastic and glass containers are located in the kitchen. Cleaning supplies may be found in the kitchen closet. If you find something that needs our attention, please let us know so that we can take care of it.

Before you leave, please make sure all windows are closed and lights are shut off.

Food and drinks are only allowed in the kitchen, dining and game room areas with the exception of popcorn in the TV room. Please do not take food or drinks into any other rooms.

Smoking is permitted outside the building and an ash can is placed in front for that purpose.

Alcoholic beverages, tobacco, recreational drugs, guns, knives, weapons, fireworks and pets of any kind are not allowed anywhere on the premises.

Liability Insurance: Mount Tabor Center carries appropriate liability insurance for its operation. However, we must inform you that all medical bills incurred during your stay here due to injury or sickness is the responsibility of the individual's or group's insurance.

First Aid is the responsibility of your group, including providing basic first aid for your participants. Emergency services and transportation are available through phoning 911.

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Mount Tabor Center, Inc. Policies *(continue)*

Cancellation or significant change in a retreat is difficult for all parties involved. Last minute changes or cancellations are especially costly because we are unable to reschedule another retreat group. The loss of revenue is especially difficult to the Mount Tabor Center ministry.

The following policy instituted March 1, 2008, is provided for those rare times when a retreat needs to be cancelled or changed significantly for any reasons other than weather related.

Cancellation or significant change of a retreat must be received in writing. A cancellation fee will be assessed following these guidelines unless Mount Tabor Center can reschedule those specific dates:

1. 46 - 60 days in advance the group is responsible for 25% of the total retreat cost.
2. 31 - 45 days in advance the group is responsible for 60% of the total retreat cost.
3. 30 days or less in advance the group is responsible for 100% of the total retreat cost.

Significant change means:

- *reducing the length of the retreat by 4 or more hours;*
- *significant changes to students in attendance;*
- *changing the location of a retreat; or,*
- *changing the date of your retreat.*

Significant changes within the above guidelines will be treated as canceling the retreat and booking a new one.

Authorized Signature

Date

Mount Tabor Center Photo & Media Release

I agree that Mount Tabor has permission to use retreat pictures and video in advertisements and/or to post on Mount Tabor's website.

Authorized Signature

Date

Sign & return one copy and keep a copy for your records

May God bless your travels to and from Mount Tabor Center.