

Retreat Facilitator Orientation Checklist

Pre retreat

- Submit deposit if required
- Provide full payment for retreat to Retreat Coordinator by start time

At start of retreat

- Orient guest parking (for large events, Mariposa may provide support if pre-arranged)
- Confirm that all guests have signed the Hold Harmless form releasing liability
- Orient guests to the following systems and expectations:
 - Compost/trash/recycling system. No food is to go into the trash bins due to animals getting in/all trash and recycling items must be rinsed. Food waste is to be collected and put in the compost bin in the garden
 - Locations of bathrooms, notify guests that bathrooms must be tidied and mopped after bathing. Bathroom doors are to be left closed (the resident main house cat makes a mess in them otherwise).
 - All participants shall be oriented to the Substance Use Policy below (If guests wish to smoke, doing so off Mariposa property on Low Gap is allowed under this policy. Please communicate the importance of fire safety and not leaving litter.):

While we understand that individuals have different relationships with substance use, Mariposa is a mostly substance free space. If substances are not specifically approved for an event via prior coordination with the retreat coordinator, they are not to be used either in the program or by participants on site. For the purposes of this policy, substances include: alcohol, tobacco, cannabis, non-prescription drugs, etc. We ask that any substance use be aligned with respect for self, each other, the land, and the spaces.

- Emergency protocols including that a facilitator should be able to contact a Mariposa staff member by radio/etc.
- Expectations around tidying/cleaning at end of retreat (if facilitator is organizing all guests to participate in this task, otherwise facilitator is responsible)

End of Retreat

- Review and confirm execution of check-out procedures posted in each room, including: strip beds, empty trash and compost, sweep and mop kitchen and bathrooms
- Notify GM & PM of any out of the ordinary repairs needed or occurrences during retreat