

Mariposa Institute

Retreat Rental Agreement

Welcome to Mariposa! We are so excited to share our home with you! Please read over this document and reach out to us with any questions or concerns before filling it out and completing your booking.

This agreement facilitates access to the following facilities: kitchen, living room, both dormitories, yurt, "Woodshop," and bathrooms. Retreat guests also have access to the land including the meadow, floodplain, and labyrinth.

Name of organization and/or individual facilitating retreat rental:	
Date(s) of use of Mariposa facilities:	
Expected arrival time on first day:	
Expected departure time on final day (if check out time is later than 2:00 PM for overnight retreats, day use fees for that day shall be incurred):	
Number of participants including facilitators:	
Approximate number of cars (please encourage carpooling!):	
Purpose of event:	
Total fee owed (including any deposit required): <i>Rental rates are described below</i>	

Fee Structure Information

The fees below represent the rate per person

Day Use	Camping	Dormitory Use
\$6 for two or fewer hours \$22 (adult) more than two hours \$17 (minor) more than two hrs	\$30 per night for adults \$25 per night for minors	\$40 per night for adults \$35 per night for minors
<u>Deposit required:</u> For day-use events valued over \$100 in retreat rental fees, a \$25 non-refundable booking fee is required as a deposit.	<u>Deposit required:</u> A deposit for the larger group sizes mentioned below is due four weeks prior to the event start date (or at the time of booking, if the event is booked fewer than four weeks in advance). For groups of 10-20 retreat guests, a \$200 deposit is required. For groups of 20+ guests, a \$400 deposit is required.	<u>Deposit required:</u> A deposit for the larger group sizes mentioned below is due four weeks prior to the event start date (or at the time of booking, if the event is booked fewer than four weeks in advance). For groups of 10-20 retreat guests, a \$200 deposit is required. For groups of 20+ guests, a \$400 deposit is required.

To Confirming Booking

To confirm your booking, please:

- Read and sign this form and submit it to the retreat coordinator either by sending this form to mariposainstitute@gmail.com, or by submitting your answers through the Google Form on the Reservations page on the website
- Submit a deposit if required (see Fee Structure Information on page 2). Deposits can be submitted via check (mailed to 3801 Low Gap Rd, Ukiah, CA 95482), submitted in person to the Mariposa staff person acting as retreat coordinator, or paid through PayPal (search mariposainstitute@gmail.com)
- The retreat facilitator (the person reading/signing this document) will ensure that all guests sign the Mariposa Hold Harmless Agreement prior to or upon arrival, and/or will submit a Certificate of Liability Insurance from their organization's insurance carrier which names Mariposa Institute as an additional insured party for the agreed-upon retreat dates

Final Payments

The full amount of the rental fee (minus any deposit previously paid) is due prior to or upon arrival, unless another arrangement is made with the Retreat Coordinator in advance. Rental fees can be submitted by:

1. Check or cash in person
2. Check mailed to Mariposa Institute, or
3. Via PayPal, paid to the account associated with mariposainstitute@gmail.com

Agreements

By initialing the agreements below, the retreat facilitator named on Page 1 acknowledges that they have read and understood the following agreements.

General understandings related to Mariposa retreat rentals

	<p>Capacity information:</p> <ul style="list-style-type: none">• The two dorms contain 15 beds, mostly bunks• Mariposa can provide up to 15 trifold floor pads for additional guest sleeping in the dorms• Two camping spaces exist, both of significant size and quite flat. One is on the floodplain close to the main house infrastructure, the other is a 12-15 minute walk (or a short drive) at the Meadow
	<p>Mariposa is a home, as well as a retreat center. The privacy of and respect for the homes/spaces of residents will be honored by all guests at all times. Additionally, residents may be in retreat areas during retreat stays as they do their laundry, use the common bathrooms and showers, pick up their mail, etc. Residents do not use retreat-specific spaces during the course of a retreat. Should the retreat organizers wish for more privacy, a schedule of resident use of shared spaces can be pre-arranged with the retreat coordinator.</p>
	<p>Retreat guests must abide by the following Substance Use Policy:</p> <p>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.</p> <p>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.</p>

Mariposa is responsible for the following responsibilities:

- Ensuring that the space is ready to be shared with guests. It shall be cleaned prior to events, and toilet paper, paper towels, etc. shall be stocked ahead of guest arrival. Papergoods etc. shall be restocked during longer events.
- The water system will be checked regularly to ensure continued water access of all facilities
- The space will be set up as per prior communications with the facilitator (appropriate amount of beds, tables, etc.), and these items will be put back into their regular systems upon retreat end
- Orienting facilitator to all necessary systems and expectations (further described on the Retreat Facilitator Orientation Checklist is available on the registration page of the website)

Retreat facilitator responsibilities

	<p>Orienting guests appropriately (the Retreat Facilitator Orientation Checklist is available on the registration page of the website), including to the Substance Use Policy and trash/recycling/compost system (for a full list of orientation topics, visit the checklist on the site)</p>
	<p>No open flames are permitted (including smoking) during the dry season. The dry season is typically May through October, but varies year to year.</p>
	<p>Bathrooms are gender neutral, a private shower space is available</p>
	<p>Quiet hours (no loud noises or amplified music) will be observed: Sunday through Thursday: 9 PM - 8 AM Friday and Saturday: 10 PM - 8 AM</p>
	<p>Capacity information:</p> <ul style="list-style-type: none"> • The two dorms contain 15 beds, mostly bunks • Mariposa can provide up to 15 trifold floor pads for additional guest sleeping in the dorms • Two camping spaces exist, both of significant size and quite flat. One is on the floodplain close to the main house infrastructure, the other is a 12-15 minute walk (or a short drive) at the Meadow
	<p>Retreat facilitators are responsible for providing food for guests, and are welcome to use the kitchen to do so.</p>
	<p>Event facilitators and/or guests may access the laundry room by communicating times and needs with the Retreat Coordinator.</p>
	<p>All retreat spaces used shall be returned to a tidy and clean state by retreat facilitators and/or guests. In each room is a laminated guide that communicates what is expected.</p>

I have read this entire document and fully understand and agree to the contents. My signature indicates my understanding and agreement, and that I have satisfied any questions and concerns.

Printed name of retreat facilitator:	
Signature	
Date:	
Printed name of organization (if applicable):	