



Large and/or Facilitated Group Retreats

Each spring, GilChrist welcomes applications for group retreats scheduled for the subsequent calendar year. Because demand for our facilities is high, we seek to communicate our expectations and preferences clearly so that applicants can discern whether their intended program is a good fit with the mission and facilities at GilChrist.

General Retreat Preferences

GilChrist provides space for renewal through both solitude and community. We encourage you to consider a balance between these practices for your retreat, including plenty of time for rest and unscheduled, self-directed activities. The combination of the cabins for solitude and WindHill for gathering is specially designed to support this dialectic. Group retreats of at least two nights are encouraged and given preference in scheduling. Occasionally, non-facilitated groups may request to reserve our facility for a group retreat. For such groups, we ask that someone serve as a point person to review our group policies and coordinate the contract, deposit, and other responsibilities of the facilitator outlined below.

Fees

- Overnight accommodations in the cabins and WindHill apartment: \$45/night/person, with a family rate of \$60/night for family members sharing a cabin.
- Day use of WindHill (the community building): \$120/day for a full group retreat, \$75/day for a small group retreat.
- Overnight accommodations in Tree of Life (4 bedrooms): \$45/night/person.
- Longer-term retreats: We offer discounted rates for longer stays to support deepening into retreat. Daily rates/person are: \$40 for 7-13 nights, \$35 for 14-20 nights, \$30 for 21-27 nights, and \$25 for 28+ nights.

Size Options

- Full group retreat in WindHill and the cabins: Includes WindHill for gathering (\$120/day), and the apartment and all eight cabins for private accommodations (\$45/person/night). Accommodates up to 12 people, including two facilitators in the apartment and up to 10 guests in the cabins (eight singles, two doubles).
- Small group retreat in WindHill and the cabins: Includes WindHill for gathering (\$75/day), and the apartment and five cabins for private accommodations (\$45/person/night). Accommodates up to nine people, including two facilitators in the apartment and five to seven participants in the cabins.
- Small group retreat in Tree of Life: Accommodates up to four participants (\$45/person/night), including the facilitator.

Contract & Deposit

If we are able to accommodate your retreat, we request a \$100.00 deposit along with the facilitator contract to reserve and confirm your dates. The deposit will be applied to the balance due for your retreat. If your group cancels after you have submitted the contract, you will forfeit your deposit. A full group retreat may not be downgraded to a small group retreat after the contract has been submitted, so please estimate carefully what size group you intend to recruit. However, if additional cabins are available three weeks before your event, a small group retreat may be upgraded to a full group retreat; please add \$15.00 per additional cabin to the daily rate for WindHill, in addition to the overnight rate for cabin accommodations. The balance for your retreat is due upon departure by cash or check.

Please note that all checks should be made payable to the Fetzer Institute.

Planning Your Group's Retreat

- **Three weeks before your retreat:** Please confirm the total number of participants, cabin assignment requests and check-in/check-out times for you and your guests. We assume that you will take financial responsibility for the reserved cabins and WindHill after the three week deadline has passed. Whatever cabins you do not reserve at this point will be offered to other guests who are not part of your group. Please be aware that we may need to alter cabin assignments to accommodate the special needs of others outside your group.
- **One week before your retreat:** Please send a list of the participants' names, e-mail addresses, telephone numbers (mobile preferred), and emergency contacts, as well as a copy of your retreat schedule. At times, our staff may need to access WindHill and we want to avoid disturbing you as much as possible. Please also let us know at this time if you have any special set-up needs for WindHill.
- **Check-in and check-out:** GilChrist has a central parking lot for cars and our staff will greet your guests to help them into their cabins with their belongings and orient them to the grounds. Guests should plan to check into their cabins by 5 p.m. on the first day of your retreat. By advance request, we can have staff available until 6 p.m. If some guests are unable to arrive by 6 p.m., then we will be available the following morning at 9 a.m. We are happy to help transport people from their cabins at the end of the retreat. We ask that participants check out of their cabins by 2 p.m. on the last day of retreat, unless specific arrangements are made by the facilitator or by individual guests.
- **During your retreat:** We ask that facilitators stay on site during their retreats to tend to the needs of participants. The "in use" sign on WindHill or other signage that you provide may be used to communicate any needs for privacy in WindHill with other individual guests who may be on the property. GilChrist staff is typically on-site 9 a.m. – 5 p.m. on weekdays and an on-call staff person is available for any needs on the weekends.
- **Departure:** Upon departure, we ask all facilitators and guests to leave WindHill and the cabins in the same condition in which they found them. It is the facilitator's responsibility to clean WindHill and prepare the space for the next guests. Cleaning supplies, fresh linens, and a departure checklist are available in all guest spaces.

Reservations

To inquire about booking a group retreat, please call our main office at (269) 244-1130 or e-mail us at gilchrist@fetzer.org.