

***We are delighted that you are planning to attend a residential retreat here at Spirit Rock Meditation Center.***

## **About the Retreat**

**Spirit Rock Meditation Center** is dedicated to the teachings of the Buddha as presented in the Theravadan vipassana tradition. The practice of mindful awareness, called Insight or Vipassana Meditation, is at the heart of all the activities at Spirit Rock.

**Retreats are conducted in silence**, which includes no talking, no listening to music, no reading, no cell phones and no writing except for notes recording your meditation experience. However, there are daily dharma talks and instruction in meditation as well as opportunities to discuss the practice with the teacher through individual consultations or group discussions.

Because of the nature of the retreat and out of respect for the teachings, **all retreatants are expected to attend the full retreat.**

**A typical retreat day** begins at approximately 5 a.m. and ends at approximately 10 p.m. The whole day is spent practicing sitting and walking meditation, cultivating continuous attention to the changing nature of our moment-to-moment experience.

In addition, all retreatants are given a daily period of simple work meditation. We consider this to be an important part of the practice.

## **Accommodations**

The wooded campus includes separate buildings for dining, meeting, and sleeping.

Spirit Rock has two-story residence buildings with single and double rooms. Spirit Rock's maximum capacity is approximately 85 retreatants. No camping is allowed. Sometimes there are two retreats on campus at the same time.

Room assignments are made by the Retreat Managers before the retreat starts. Because of the high demand for single rooms, we cannot guarantee a single room to anyone. We ask that you graciously accept the room you are assigned.

There is a 20% slope from the dining room to the residences and to the meditation hall. Please note any medical problems or limited mobility on the registration form in order for the managers to provide for your full participation. We have personal scooters available if the steep hill is a

problem for you. Please let us know ahead of time if you'll need one.

## **Food**

You will be served breakfast, lunch, and a light supper. Spirit Rock serves vegetarian meals during its retreats. We make wheat-free vegan alternatives when necessary. Spirit Rock does not accommodate individual dietary preferences, and we thank you in advance for gratefully accepting the food that we offer. We provide a refrigerator and microwave oven so that those with medically necessary dietary restrictions can store and heat a private reserve of food. There is no coffee but you may bring your own with a single cup coffee maker. Tea is available.

## **Special Request**

In consideration of all participants, please do not wear scented personal care products to Spirit Rock (including "natural" products). This allows people with chemical sensitivities to participate on retreat when otherwise they could not attend. Spirit Rock offers scent-free products in the bath rooms and for sale if you should need them. Thank you for your consideration.

## **Retreat Costs**

Spirit Rock Meditation Center is a non-profit organization with retreat costs covered by sliding scale fees. Please pay at the highest level of the sliding scale that you can afford. This allows others who need to pay less the opportunity to attend. Whatever you pay above the lowest end of the sliding scale is a tax-deductible donation to Spirit Rock.

**DANA:** Retreat registration fees cover only our expenses in running the retreat. None of this money goes directly to the teachers. Their ability to continue offering these retreats depends solely on donations from retreat participants.

This tradition of making an offering to those who make this retreat possible is called *Dana*, which is the Pali (the language of the Buddha) word for generosity. According to the Buddha, generosity, or sharing what we have, is one of the central pillars of a spiritual life. So we encourage students to make an offering to teachers in addition to the registration fees. This opportunity is given at the end of the retreat and can be paid by cash, check, credit card, or deferred payment and is a tax-deductible contribution.

After the retreat, we will provide you with a letter acknowledging your *dana* contribution, any amount paid over the lower end of the sliding scale, and/or any scholarship donations sent with your registration form.

If you are unable to attend a retreat due to financial circumstances, scholarships are available. Please refer to Guide to Financial Assistance for Spirit Rock Residential Retreats, which is attached.

### **How to sign up for a retreat**

You will need to complete the registration forms and send them to SRMC, with the required deposit to hold your place. The required deposit is listed on your registration form.

The registration forms are different for each retreat, so please make sure you send in the forms for the retreat you're interested in. A few of our retreats have pre-requisites. The registration form will state the pre-requisite if one exists.

If you would like to register more than one person, we require separate registration forms and payment for each person.

If you register for more than one retreat at a time, please send in a separate payment and registration forms for each retreat.

*Please help us keep our administrative costs low by paying the entire fee with your registration, if possible. If this is not possible, the balance is payable 10 days before the retreat for retreats longer than 5 nights.*

We accept Visa and MasterCard, checks (in US dollars drawn on US banks), and cash or travelers' checks. All payments must be submitted in US dollars,

*Early application is suggested, as accommodations are limited.*

Please note that all deferred payment plans must be paid off or you must make special arrangements with Spirit Rock Meditation Center regarding any outstanding balances before you can register.

We ask that you attend the entire retreat. For an exceptional situation, a requests for early departures or late arrivals need to be approved by the teachers before you can register for the

retreat. Please know that if you receive such approval you will still need to pay for the entire retreat.

*Scholarships:* If you are applying for a scholarship, send in the registration form and scholarship form with a deposit, following the instructions, to secure your place in the retreat. On the registration form please indicate which scholarship you need.

*Confirmation:* Once we process your registration form and deposit, a confirmation will be sent to you along with other useful information such as what to bring, etc.

**Confirmation letters are sent via email**, unless you indicate that you would like the letters and information mailed to you. If you have not been contacted after two weeks please call or email to make sure your forms were received.

*Waiting list:* If the retreat is full, we will put you on a waiting list to be notified in case we have any cancellations.

### **Cancellation fees**

Please know that all retreats have cancellation fees. Cancellation fees increase as the opening date approaches. There is no refund as of opening day. The exact amount and dates are on the registration forms.

Fees and payments for a retreat cannot be transferred to another retreat or to another person for residential retreats.

Please give us as much notice as possible if you need to cancel your place in the retreat, so that we can offer your place to another retreatant.

*No refund* will be given if a retreatant leaves a retreat early or arrives late.

*Thank you for taking the time to read this. For more information, please visit our web site [www.SpiritRock.org](http://www.SpiritRock.org), email us at [retreats@spiritrock.org](mailto:retreats@spiritrock.org). If you do not have access to the web, for general retreat information, call 415.488.0164 ext. 243. Please note the Frequently Asked Questions on our web site.*

*Thank you, the Registrars*

**Please keep this sheet for your reference.**