



Rental Policies

Our conference and retreat center is open to secular and religious, nonprofit and for profit adult groups, and all who value our commitment to fostering the integration of personal wellness, spirituality, global and ecological responsibility, and expanding consciousness in order to bring about personal and societal change. While hospitality is a fundamental value, we reserve the right to be selective in our rental policy in order to maintain a peaceful atmosphere consistent with the mission and purpose of our organization.

By hosting an event at River's Edge, the lessee agrees to the following policies and procedures:

Educational DVD

- All groups will allow a River's Edge staff member 7 – 10 minutes at the beginning of their event to show a DVD about the mission, programs, and facilities of River's Edge.

Food/Beverage Service

- All food and beverages must be purchased through the St. Joseph Food Service via River's Edge.
- The lessee must confirm the number of guests 5 business days prior to the event.
- The lessee will be billed for the number of guests confirmed 5 business days prior to the event or the number of guests served at the event, whichever is greater.
- No alcoholic beverages are to be brought to the facility or consumed at the facility without the expressed permission of the Executive Director.
- River's Edge recycles plastic, aluminum cans, and paper. For this reason, all trash should be placed on the carts provided in the meeting rooms and it will be sorted and disposed of by River's Edge Staff.

Room Rental

- River's Edge reserves the right to reassign meeting rooms as needed to ensure maximum efficiency and guest service.
- Meeting rooms must be vacated promptly on schedule or an additional rental charge may be assessed.

Cleanup

- Routine cleanup and maintenance is included in the cost of the room rental.
- Lessee may incur additional costs if maintenance/cleaning is deemed beyond routine by the Hospitality Coordinator and/or Executive Director.
- The lessee must remove all equipment and materials that do not belong to the

- Center immediately following an event. If the lessee must delay removal of your materials, please check with the Hospitality Coordinator who will arrange for temporary storage.
- Overnight guests are expected to put clean linens on their beds.

Smoking

- River's Edge is a nonsmoking campus.

Adverse Weather

- If River's Edge must close due to inclement weather, every attempt will be made to contact the lessee by phone and/or email. A refund or credit for the entire amount deposited will be issued.

Equipment

- River's Edge is not responsible for technical difficulties lessee might experience when relying on his/her AV equipment, River's Edge AV equipment, or the interface of equipment owned by the lessee and equipment owned by River's Edge.

Liability

- The supervision of the participants is the sole responsibility of the Lessee.
- The lessee assumes responsibility for personal property and equipment.
- The lessee assumes responsibility for any damages incurred on the premises while being used.
- River's Edge and the Congregation of St. Joseph assume no responsibility for any injury occurring to anyone attending the function contracted for this facility.
- The lessee assumes responsibility to insure that the participants at this function in no way disrupt the residential areas attached to River's Edge.

Payment

- A signed quote and deposit of 50% of the quote, due within 10 days of scheduling an event, serves as an official reservation. Failure to submit the quote and deposit may result in a forfeiture of space.
- River's Edge will invoice the lessee after the event and the balance in full is due 30 days after the event.
- Cash, check, Visa and MasterCard accepted.

Cancellation

- If an event is cancelled 30 days or more prior to the event, the deposit will be refunded, less a 20% handling fee.
- If an event is cancelled 7-29 days prior to the event, the deposit will be refunded less a 50% cancellation fee.
- If an event is cancelled less than 7 days prior to the event, no part of the deposit will be refunded. The deposit, less a 50% cancellation fee, can be applied towards a future event.