



**Weber Retreat and Conference Center**  
1257 E. Siena Heights Dr. - Adrian, MI 49221  
517.266.4000 – Fax: 517.266.4004

### **MISSION STATEMENT**

Weber Center, guided by the mission of the Adrian Dominican Sisters, is dedicated to the mission of hospitality and spiritual growth. Weber Center provides a retreat-conference environment for discernment and growth, as well as a gathering space where people come to be enriched.

### **STATEMENT OF PURPOSE**

Weber Center strives to provide a calm, welcoming, reflective environment for Adrian Dominican Sisters and guests. The cooperation of groups and individuals using Weber Center is integral to maintaining this environment throughout our building.

## **POLICIES AND PROCEDURES**

These policies set forth the terms and conditions for the use of Weber Center. The application of these policies is coordinated between Weber Center and the Group Representative making the arrangements for the participating groups. Any change or exception to these policies must be written and agreed upon by Weber Center and the Group Representative.

**WEBER CENTER** reserves the right to restrict the use of our facilities to only those supportive of our mission and purpose.

**CERTIFICATE OF LIABILITY** is required at least three months before event as proof of insurance (this is standard business practice). Please see attached letter for details on requesting this from your insurance company.

### **RESERVATION PROCESS:**

1. The Group Representative contacts Weber Center to request dates and reservations for rooms (at least one year advance notice recommended).
2. Weber Center sends a contract and policies for the use of Weber Center.
3. The Group Representative returns one signed copy of the contract with a **\$150 non-refundable deposit** within fourteen days after receiving the contract. Failure to return the contract within fourteen days results in the forfeiture of the reservation.
4. Weber Center sends confirmation of the reservation and deposit.
5. **Final confirmation of the number of room reservations needed is required three months prior to the event. After this date, the group is financially responsible for 50% of each unused room previously reserved.**
6. Two months prior to the event, Weber Center sends to the Group Representative the Requisition Forms pertaining to each day of the event. The forms are for meeting room set-up, audio-visual equipment requests and social needs.
7. The Group Representative completes and returns the Requisition Forms along with a guest list of participants (see guest list requirements on back of this sheet) and a copy of the event's schedule/agenda fourteen days prior to arrival.

All forms (and final guest list) must be returned to Weber Center at least fourteen days prior to the event or a **\$100 late service fee will be added to the invoice.**

### **FOOD AND BEVERAGES**

To insure availability, the designated Requisition Forms must be returned to Weber Center at least fourteen days in advance of the group's arrival. No extra amenities will be provided after this date.

## **MEETING ROOMS, FURNITURE, AV EQUIPMENT, SUPPLIES AND SCHEDULE**

Meeting rooms are pre-set, normally with round tables and chairs, seating five per table. To request an alternate room set-up, or to request the use of audio-visual equipment or supplies, the designated Requisition Sheet must be returned to Weber Center at least **fourteen** days in advance of the group's arrival or a \$100 administration fee will be assessed. Once set, furniture is not to be moved.

Name tags/badges are required for each group participant; the Group Representative can provide these or they can be purchased from Weber Center.

**Please note:** It is not permitted for outside vendors/businesses to conduct business or sell their wares at Weber Center.

## **GUEST LISTS**

A written guest list of participants -- including names and roommate (if double) -- is required a minimum of **fourteen** days prior to the group's arrival **or a \$100 administration fee will be assessed**. Special room requests must be indicated, i.e. double/single occupancy, handicap needs, location of room, etc.

## **CHECK IN**

The Group Representative and each participant must check in at the lobby desk upon arrival. A member of the Weber Center Staff will welcome the group at the beginning of their first session, and give general information and announcements.

## **DINING FACILITIES**

Participants use the dining room in Madden Hall, adjoining Weber Center, unless otherwise noted. Meal times are:

BREAKFAST	7:30 a.m. - 8:45 a.m.
LUNCH	11:30 a.m. - 1:00 p.m.
DINNER	5:00 p.m. - 6:00 p.m.

## **MEALS UNAVAILABLE SUNDAY EVENINGS**

Extra "non-contracted" meals taken by any member of the group will be added to the bill.

## **OUTSIDE DECKS**

The outside decks are for the use of guests and groups meeting at Weber Center. Use of the deck by guests should not interfere with meetings in the Common or Garden Rooms.

## **SMOKE-FREE BUILDING**

Weber Center is a smoke-free building. Smoking is prohibited outside or near an entrance or exit. Burning of candles is prohibited on bedroom floors.

## **BALANCE DUE**

Once all guests have arrived, the Group Representative should carefully check the guest list, as billing is determined by the guest list of participants.

After the event, Weber Center will mail the Group Representative an invoice for the balance due, which is payable upon receipt. Billing is determined by the guest list at the lobby desk and includes any additional charges for meals, equipment, supplies, etc.

## **DAMAGES AND ADDITIONAL COSTS**

Damages incurred to the building or property, or other incurred costs are the financial responsibility of the Group Representative. A \$5.00 fee is charged for non-returned room keys.

## **INDEMNITY**

Weber Center is not responsible for the safety of either the participants or their property and each participant accepts totally the responsibility for their own safety and the safety of their possessions.