

Individual Guidelines

1. No alcoholic beverages, pets, firearms, weapons, illegal drugs, nor any other illegal items are brought onto WinShape Retreat or Berry College property.
2. Although smoking is not permitted in any of our buildings or public areas, a designated smoking area is available by asking WinShape Retreat staff.
3. Any guests smoking in their room or found with a pet in their room will be charged an additional \$250 service fee.
4. Guest is responsible for any damage to WinShape Retreat property that occurs during the use of same or any related party.
5. Guest will not hold WinShape Retreat liable for participant accidents or injuries occurring while traveling to or from WinShape Retreat, or while participating in activities off the WinShape Retreat property during the event dates.
6. WinShape Retreat is an adult-only facility, no babies or children less than eighteen years of age are permitted.
7. The burning of incense, candles, or any open flame inside lodging or meeting buildings is prohibited.
8. Meal times are set for all guests by WinShape Retreat.
9. Cell phone ringers will be turned off during public gatherings and use of cell phones will be limited in respect for others.
10. Check-in is after 3:00 pm on day of arrival and check-out by 11:00 am on day of departure.
11. There will be a fee of \$25 a room key lost or removed from Retreat property that is not returned within seven (7) work days.
12. WinShape Retreat is not liable for the security of attendee's property including equipment and materials.

Our reservation policy

- The full amount of the event is required and will be charged at the time of the reservation against the guest's credit card. This is non-refundable.
- Guest may reschedule to another date or transfer the reservation to another couple within one year of the initial registration. A \$25.00 transfer fee will be assessed.
- Many times there is a waiting list for our events; therefore, please notify us as soon as possible if you will not be able to attend.

