

Friends of Cloud Mountain (FOCM)
373 Agren Road
Castle Rock, WA 98611



360-274-4859
1-888-465-9118 (toll-free)
Email: info@cloudmountain.org
www.cloudmountain.org

Mail/Fax Retreat Registration Form

Please "print" legibly and complete in detail. Add an addition page if needed. Return all pages.

Retreat Teacher(s)			
Retreat Start Date MM/DD/YY		Retreat End Date MM/DD/YY	
Your Name		Age	
Mailing Address		Occupation	
City		State / Zip Code	
Cell Phone#		Alternate Phone#	
Email Address		How did you hear about this retreat?	
How would you prefer to receive your confirmation information packet?		Email <input type="checkbox"/>	Postal Mail <input type="checkbox"/>
<p>Please Note: Cloud Mountain has a limited number of single rooms, allocated by registration order. We do our best to accommodate special medical needs. HEALTH INFORMATION: Cloud Mountain is located in a rural area and there are no physicians or health care professionals on staff.</p>			
For room assignments - are you?	Male <input type="checkbox"/> Female <input type="checkbox"/>	Do you snore? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Other:	Do you use a CPAP machine? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>MEDICAL INFORMATION / LIMITATIONS Are there any medical situations we should know about? Limitations?</p>			
Dietary Restrictions	Dairy Free <input type="checkbox"/> Vegan <input type="checkbox"/> Wheat Free <input type="checkbox"/> Peanuts <input type="checkbox"/> Please provide information on the severity of your peanut allergy:	Other Food Allergies or Restrictions:	
Medical Doctor Required		Phone	- -
Emergency Contact Required		Phone	- -
<p>▪ If you do not complete this section of the form, you will not be included in our ride-share correspondence.</p>	Can you offer a ride to CM?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, for how many?
	Do you need a ride to CM?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, from where?
Are you brand new to meditation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you new to Cloud Mountain?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In what traditions?			
<p>Please list your prior retreat experience.</p> <p>▪ If the retreat you are registering for has specific requirements, please address them in as much detail as possible.</p>			

For FOCM – sponsored retreats, please mail or fax this registration form to Friends of Cloud Mountain. Please make checks payable to Friends of Cloud Mountain (FOCM). It is most efficient for Canadian or International registrants to pay by credit card. You may also send money orders, bank drafts, or checks drawn on U.S. funds.				
Payment Information	Check / Money Order <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Retreat Tiered Amount \$
Credit Card Number	- - -		Expires (MM/YYYY) /	V-Code
Name as shown on card				
Billing address of credit card				
Signature and Date Required				
Signature				Date
Please read the Retreat Attendance, Cancellation and Dietary Policies on the following pages. Initial in the boxes below to confirm that you have read, understand and agree to abide by these policies. Return the completed registration form (all 4 pages). PLEASE NOTE: Incomplete registrations will not be processed.				

Retreat Attendance Policy

Attendance for the full length of the retreat is required, including timely arrival, timely departure and full participation in work meditations. These are extremely important areas for maintaining the integrity of the retreat as a whole and for enabling Cloud Mountain to continue to offer retreats that are grounded in the tradition of a cooperative and interdependent structure.

Late arrivals and early departure requests are only granted under exceptional circumstances. Any exception request to the policy to arrive late, depart early or participate in work meditations needs to be made and approved by both the retreat center and the teacher(s) prior to registering into the retreat. Your space on the retreat may be withdrawn and a cancellation issued (with the appropriate cancellation fee withheld) if you discover after registering that you cannot attend the entire retreat.

These areas of maintaining the integrity of the retreat environment are of such strong concern to us that an individual's continued retreat privileges are contingent upon respecting and abiding by these expectations.

Cancellation Policy

Spaces on retreats are not transferable to other individuals. Non-refundable portions of retreat fees are also non-transferable to other individuals or retreats. We do not offer free transfers between retreats.

Retreat cancellation fees are not tax deductible and are not eligible to be considered donations.

To request an exception to the cancellation policy, please provide a detailed explanation in an e-mail and send to: info@cloudfriendsofmountain.org. **Exceptions will be considered for personal & family medical emergencies only. Requests for exceptions must be made within two weeks of the cancellation.**

Cancellation Fee Schedule

Cancellation policy for all retreats less than 5 days in length:

- The retreat fee, less a \$50 cancellation fee, will be fully refunded if Friends of Cloud Mountain is notified more than 6 months prior to the start of the retreat.
- The retreat fee, less a \$100 cancellation fee, will be fully refunded if Friends of Cloud Mountain is notified 6 or more weeks prior to the start of the retreat.
- Half of the retreat fee will be forfeited if FOCM is notified between 2 to 6 weeks prior to the retreat.

- The full amount of the retreat fee will be forfeited if FOCM is notified less than 2 weeks prior to the retreat.

Cancellation policy for all retreats 5 - 12 days in length:

- The retreat fee, less a \$75 cancellation fee, will be fully refunded if Friends of Cloud Mountain is notified more than 6 months prior to the start of the retreat.
- The retreat fee, less a \$150 cancellation fee, will be fully refunded if Friends of Cloud Mountain is notified 6 or more weeks prior to the retreat.
- Half of the retreat fee will be forfeited if FOCM is notified between 2 to 6 weeks prior to the retreat.
- The full amount of the retreat fee will be forfeited if FOCM is notified less than 2 weeks prior to the retreat.

Cancellation policy for retreats 12 days or longer but less than 27 days:

- With notification to FOCM more than 6 months prior, you will receive a full refund, less the cancellation fee of \$100.
- With notification 4 – 6 months prior, the fee for cancellation is \$450.
- With notification 1 – 4 months prior, the fee for cancellation is \$750.
- With notification less than 1 month prior to the start date of the retreat, the full amount is forfeited.

Cancellation policy for retreats that are 27 days or longer:

- With notification more than 6 months prior, you will receive a full refund, less the cancellation fee of \$150.
- With notification 4 – 6 months prior, the fee for cancellation is \$600.
- With notification 1 – 4 months prior, the fee for cancellation is \$900.
- With notification less than 1 month prior, the full amount is forfeited.

Please initial to confirm that you have read and understand Cloud Mountain's retreat attendance & cancellation policy.

Initial*

Please initial to confirm that you will accept whatever housing assignment is offered you with gratitude and equanimity.

Initial*

Cloud Mountain Dietary Policy

We serve a lacto-ovo vegetarian menu (may contain dairy and/or eggs).

In regard to your dietary restrictions, please carefully read the following information. We use lentils, beans, or tofu as a protein source in the majority of dishes. When dairy or eggs is the main source of protein we prepare a special alternative. For lunch, we commonly serve a grain (usually rice), a main course (such as dal, or tofu, or tempeh), a side vegetable, and salad. Often the main dish is a casserole. For dinner, we serve soup and artisan breads.

An ingredients list is presented with all prepared meals. We keep a snack table, available at all times to retreatants, stocked with fruit (apples, oranges, bananas), whole-grain crackers, rice cakes, bread, peanut butter, and jam. We offer non-dairy, non-wheat, and vegan options at mealtimes when people have made the advance request, and also make non-gluten, non-wheat bread and snacks available at all times.

For retreatants who have dietary restrictions other than non-dairy, non-wheat, or vegan:

- We recommend that you bring along some supplementary food of your own to ensure you have food you can eat in case what we serve doesn't work for your particular dietary restrictions.
- We offer refrigerator space, use of the microwave in the dining hall, and shelf space to those retreatants whose needs do not fit into what we are able to accommodate.
- We can offer you plastic containers so that you can put aside portions of dishes that we serve during the retreat that work for your dietary needs to eat at later times when what goes out on the table won't work for you.
- Please bear in mind that you are ultimately responsible for taking care of your own food needs if your dietary restrictions extend beyond non-dairy, non-wheat or vegan. We are providing this information to assist you in doing so.

With the below initialed acknowledgment, I agree to take sole responsibility for ensuring that my diet at Cloud Mountain is in accordance with my allergies, health requirements and dietary preferences. I understand that it will be my responsibility to personally supplement my diet with all foods and snacks beyond the scope of the vegetarian, vegan, and wheat-free options that Cloud Mountain Retreat Center can provide.

With the below initial, I also release Friends of Cloud Mountain, the owners or Cloud Mountain Retreat Center, any of the organizations officers, directors, employees, members, agents, teachers, contractors, or volunteers from liability and responsibility for any severe allergic reaction by the consumption of food that is not in accordance with my personal medical allergies and dietary restrictions.

If you have any questions or concerns regarding the food that Cloud Mountain provides during retreat, please contact us at info@cloudmountain.org or call us at 360-274-4859 or toll-free (within the United States) at 1-888-465-9118.

Please initial to confirm that you have no known food allergies - OR - that you have read and accept Cloud Mountain's food allergy policy.

Initial*

Scholarship Information

Visit the Cloud Mountain web site at: <http://www.cloudmountain.org/registration> and scroll to the "scholarships" tab to download a scholarship application form.