

SR Small Retreats
SRCMF (Select Registry Certified Meeting Facility)

The following is what we suggest as minimally acceptable criteria:

- Minimum of seven(7) rooms
- Must have the capacity to hold meetings in a private space, preferably away from guest rooms and common areas in a separate building or quiet location; or, in the case of an all-house buy out, to be willing for meetings to take place in one's lobby or public space settings
- Must be able to accommodate group meetings during the mid-week and on some weekends (not holidays)
- Must be able to offer and serve breakfast, lunch and dinner upon request at time of booking (either onsite, at a nearby restaurant, or catered in lunch and dinner)
- Must have way to project presentations on a pop-up screen, or have a way to connect a laptop to a built-in screen
- Must have wireless internet access in the meeting space, guestrooms and common areas
- Must have a sufficient number of power outlets or strips and extension cords for laptops
- Must be able to offer a phone with speaker capability for conference calls when needed
- Must have one or more easels, flip charts, or whiteboards, for use by meeting participants
- Must have ability and capacity in the meeting room to configure it with chairs, tables, couches, etc. to meet the needs of groups (informal, classroom, boardroom or u-shape)
- Must have enough counter space for anything the group meeting needs it for
- Must be able to offer snacks, coffee, tea, water and sodas upon request during meeting times (be available and have proper staffing)
- Must be able to accommodate guests single occupancy for overnight stays
- Must be able to offer comfortable business meeting style chairs (padded seats and backs on chairs that can moved around easily)
- Must be able to offer the meeting space at all times when group is present on the property
- Must have a license to serve alcohol or the ability to obtain a temporary license to do so