

VCFA offers retreat space at the Louise Harwood Crowley Center for Faculty & Alumni (Crowley Center), Frail House, and Martin House for use by alumni from all programs.

There are two distinct types of alumni retreat, which may be scheduled at various times of the year when one or more of the houses are available.

Blackout dates apply; please see the academic calendar for green section of residency dates which constitute blackout periods for use of Crowley Center. There may be additional blackout dates not indicated in the residency schedule.
(https://vcfapublicdocs.s3.amazonaws.com/Academic_Calendar_2018-2019.pdf).

Open dates are usually available as follows: mid-February through end of March; May through mid-June; late August through the end of September; and November through mid-December. Interested alumni may contact us about possible other potential open times.

ALUMNI RETREAT WEEKS

- Alumni Retreat Weeks are reserved for quiet, individual work.
- Alumni looking for social gatherings should participate in Alumni Retreat Weekends.
- Quiet Hours will be observed during the entire week.
- There may be alumni from any program on retreat concurrently, in the same or another of the three residences. We will inform anyone booking space about any additional occupancy in the Center.
- Alumni Retreat Weeks are typically 7 days long, running Monday to Sunday but can be altered or extended depending on space availability. Additional nights are \$42 per night.
- Check-in is between 10 am-10 pm.
- Check-out is no later than 10 am.
- Unplanned extended stays are not available.
- Alumni may arrive late or depart early, with no discount for shorter stays.

ALUMNI RETREAT WEEKENDS

- Alumni Retreat Weekends are intended as social and/or work gatherings for groups of alumni.
- Alumni who are looking for quiet retreat opportunities should participate in Alumni Retreat Weeks.
- There may be alumni groups from any program on retreat weekends concurrently in the same or another of the three residences. We will inform anyone booking space about any additional occupancy in the Crowley Center.

- Alumni Retreat Weekends usually run from Friday to Monday. Requests for alternative days may be granted, depending on availability. Additional nights are \$42 per night.
- Check-in is between 10 am– 10pm.
- Check-out is no later than 10 am.
- Unplanned extended stays are not available.
- Alumni may arrive late or depart early, with no discount for shorter stays.
- Alumni on retreat have exclusive use of their assigned room, plus non-exclusive use of common spaces in Crowley Center, including the kitchen/dining/living area, for the length of their stay.
- Common space is not intended for exclusive use by any individual or group, however, attendees will be notified if others may be using common space during their stay.

ADDITIONAL FACILITIES

- Alumni on retreat have use of the VCFA Library during the hours the library is open.
- Alumni on retreat have no other campus facilities available to them unless agreed upon in advance.
- Rooms in Crowley Center may not be used as studios, rehearsal space, etc.
- There is no provision of meals and no meal plan. Alumni on retreat may make use of the common kitchen facilities and may dine in the NECI Cafeteria in Dewey Hall or Café Anna, at their own expense, when those facilities are open. The schedules for both can vary.
- Alumni on retreat must clean up after themselves in common spaces.

PRICING

- \$150 per person for Alumni Retreat Weekends; \$300 for Alumni Retreat Weeks. There are no discounts for shorter stays.
- Alumni couples reserving space must each pay the full fee and may reserve one room or two.

BOOKING

- Reservations are made online through JotForm.
- Payment must be made through JotForm at least three weeks ahead of reservation. Reservations can be made as early as six months ahead of retreat start and no later than three weeks before.
- Reservations are taken on a first come, first served basis.
- This benefit is available for VCFA alumni only. No spouses, partners, or guests are allowed, unless they are alumni as well. Children and pets are not allowed.
- Reservations must be canceled two weeks in advance in order to receive a refund. Refunds will not be issued for reservations canceled less than two weeks before the retreat date.

