

To those inquiring about hosting a group at Mercy Conference and Retreat Center:

We will be replacing the elevator at Mercy Conference and Retreat Center (MCRC). The project will begin at the start of April 2026 and last 12 weeks. Before you inquire about hosting your group at MCRC during that time, we want to make you aware of some things you will need to consider.

Throughout your stay, there will be no elevator service on any of the levels. This will have the following impact:

- If anyone in your group requires a handicap accessible room, we will not be able to accommodate that person, as our only ADA room is on the second floor.
- In order to make it possible for as many people to stay here, we may not be able to keep guests on certain hallways or near other members of their group, as those who need to be closer to the dining room may need to be located on the first floor.
- It will be even more critical for you to specify your setup needs in advance, as last-minute additions of tables or special equipment may not be possible.
- There will likely be limitations placed on special socials that aren't held on the ground floor (Dining Room, Heritage Lounge or the Round Room).
- The upper chapel and room 225 will be unavailable.

The other factor will be the noise. There will be varying levels of noise Monday through Friday between 7:00 am and 3:30 pm on all three levels near the elevator shaft. The company will work with us to stop the noise by working on other quieter portions of the project during those times when a mass or worship service, morning prayer, or other chapel use is planned. Some of MCRC's regular meeting spaces and overnight accommodations may be more impacted by the noise than others, but we won't know completely until the project has begun.

While we know this will be an inconvenience, we will do everything we can to work with you, including:

- Helping those who need it with their luggage if they are staying on the second floor.
- Providing a different entry for dropping off of supplies for those groups (overnight or day) whose meeting space is on the ground floor.
- Recommending the numerous stairwells that are narrower than the spiral staircase (and with rails on both sides), which can be helpful for some people.
- Providing a list of area hotel options that might have overnight space for guests who need it while still providing meals and meeting space here.
- Making livestream or hybrid options available for your guests who are unable to attend.

I want to thank you, in advance, for your time in reading this communication. We will do all within our power to continue to offer the Mercy hospitality you've come to expect from us as we navigate this upgrade to our facilities.

Peace,

Dawn Stringfield  
Executive Director – Mercy Conference and Retreat Center