

Policies for Saint Francis Retreat Center

(Revised Feb. 2013)

Policies and Procedures

All arrangements for your conference must be made with the Retreat Coordinator prior to the requested date.

- § To confirm a date a **contract, deposit, proof of insurance** and signed **policy sheet** must have been received by the due date indicated on the contract. Every group is required to provide a “**date specific**” certificate of insurance in the amount of one million dollars (\$1,000,000.00) general liability, naming Saint Francis Retreat Center as an additional insured. When the contract, deposit, certificate of insurance and signed Policy sheets are received, we will send you a confirmation.

- § A completed **room assignment list must be on file** in the front office on your arrival date. It is helpful for the staff to have a copy of your conference schedule/agenda as well in the front office. We request that each group arrange for someone to register your participants when they arrive and make room assignments in case we need to contact a member of your group in an emergency. We may ask you to vacate your rooms by 10:00AM on the date of departure.

- § The meals are scheduled as follows: Breakfast – 8AM, Lunch – 12PM and Dinner – 6PM. Meal times can be adjusted to your group’s schedule by prior arrangement with the retreat coordinator. Special menu or dietary requests will be honored whenever possible if discussed in advance. The contracting/organization/person is responsible for any damages or breakage to the Facilities property. You may be sharing our facility with other groups. Every effort is made to match groups whose size, schedule and purpose do not conflict. Please respect the privacy of other Retreatant’s space.

- § **No alteration of any type may be made to the buildings or the premises, particularly the outside and inside surface of the buildings. Furniture in the bedrooms, Chapel, Fireside Lounge, Breakout rooms and Upper rooms are not to be removed from the rooms. If a group needs more chairs for the breakout rooms, extra padded folding chairs are located in the San Juan Bautista Room and in the Chapel in the storage closet in back of the Chapel. The art-work in the Chapel and the Retreat Center buildings are never to be removed or changed around as these are not replaceable and can be damaged when moved.**

§ **Pins, tacks, tape are not to be used when hanging things on the walls and doors of the retreat center. We will provide painters tape in order to do this. In each conference room there will be a clear box containing painters tape and markers for the groups use. Please leave this box in the room upon leaving and remove all items that were hung.**

§ **Wax candles are not to be used in the Retreat Center. Flameless candles ONLY are to be used.**

§ Groups will assume responsibility for any damage done to the premises or buildings caused by any of their guests or attendees.

§ Upon leaving we ask that groups return the rooms to their original condition.

§ We ask that you observe quiet after 10:00PM – 7:00AM as a courtesy to others.

No smoking in any buildings.

Pets are not allowed.

Signature

Date

These policies & procedures are based on many years of successful retreat ministry and are intended to insure comfort and safety to all our guests, staff and community. Please feel free to copy these policies and procedures for distribution to your group. It is part of your agreement with the St. Francis Retreat Center to inform your participants and abide by the policies listed above.