

Standard Agreement
General Information

Name of Group: _____

Address: _____

Current Date: _____

Contact Name: _____ Phone No. _____
_____ (responsible individual)

Specific Information

Arrival Date: _____ Time: _____ Number in Party: _____ Sponsor: _____
Depart Date: _____ Time: _____ Type of Program: _____

Wedding Setup Date [Additional cost if another time/date]: _____ **[All functions will end by
Midnight and must be approved by Fr. Tom Jones, CSC.]**

Requirement Information

	Time In	Time Out		Time In	Time Out
Chapel Adult	_____	_____	Room [Sofa Room]	_____	_____
Community Hall	_____	_____	Youth Room	_____	_____
Small Dining Room	_____	_____	Early Childhood [Nursery]	_____	_____
Kitchen	_____	_____	Classrooms/Meeting Rooms	_____	_____
Patio	_____	_____	K 1 2 3 4 5	_____	_____

Security Guard (\$41.00P/Hr.) (Required if Beer and Wine is served). _____

NOTE: You need to have a **licensed Bar Tender** if you are not going through Notre Dame Catering Service.

Overnight Retreat Information

Note: Our accommodations are spartan/dorm type rooms with men's and women's facilities and showers on each floor. There are also a few rooms with private baths. Please make your special needs known. **[There is a \$25.00 fee for lost keys.]** After midnight all upper floors and main floor will maintain quiet time.

Number of beds/rooms (male): _____ Number of beds/rooms (female): _____

Special needs: _____

Your Responsibilities

Inform us of all plan changes: _____ Secure building upon departure: _____ Inform this office one week in advance of all deliveries [cake/tables/chairs/flowers, etc.] _____

Donation Information

Total Donation:\$ _____ Deposit:\$ _____ Balance:\$ _____ Refundable clean up fee or \$100.00 in advance:\$ _____ Payment Method: Cash _____ Check # _____ FOAPAL# _____

[Rooms must be lefts as you found them. Also, you are responsible to clean up trash in main hall, kitchen, and both sides of the building after your function.]

Terms and Conditions – Please Read Carefully

Fire, Safety, Security, Alcohol, and Courtesy Regulations

Welcome to the Sacred Heart Parish Center, “on-campus at Notre Dame.” We hope your stay with us is pleasant, eventful, safe, enjoyable, and filled with great memories. For your added safety, convenience, and enjoyment, as well as those of others, the following rules will be strictly enforced and major infractions will result in immediate expulsion from this facility. Your fullest cooperation and supervision of those in your party is expected and appreciated.

- FIRE:**
- (1) Smoking throughout this building is prohibited [**EVEN IN YOUR BEDROOM**]. It is not allowed anywhere in this building, under any circumstances. This includes ALL rooms, the hallways, bathrooms, any of the several meeting rooms, dining rooms, kitchen, and all other areas of the building. **{Major Infraction}**
 - (2) Smoke alarms are installed in each room and tampering with these devices is strictly prohibited. **{Major infraction}**
 - (3) Fire hoses are wall-mounted for ready accessibility and must not be played with. Activation of these hoses automatically sounds the fire alarm and summons help. **{Major infraction when no fire exists}**
 - (4) Fire escapes are well marked and lit, with easy access stairs to escape windows and outside fire stairs. **No one should ever attempt to open ESCAPE windows and/or climb outside to the fire escape stairs, unless there is a fire. {Major Infraction}**
- SAFETY:**
- (1) Unless there is an emergency, please keep all children, and curious adults, off the fire stairs and fire escapes as they could present a safety hazard.
 - (2) Running and general horseplay in the building is prohibited.
- SECURITY:**
- (1) We advise you to always keep your room locked whether you are in it or not.
 - (2) If entrusted with a key, I promise to safeguard and return same or pay a re-keying charge of \$25.00.
 - (3) If you are responsible for a larger area of the building, or the building itself, you must ensure all non-standing lights are turned off, all windows and doors are closed and locked, and all stoves, ovens, and other electrical appliances are shut down and secure.
- ALCOHOL:**
- (1) Except by prior arrangement and in specified areas, and upon hiring a special security guard, consumption of alcoholic beverages [**beer and wine only – hard liquor never allowed**] on the premises is strictly forbidden. Alcoholic beverages are not allowed in individual rooms, hallways, and meeting rooms. **{Major Infraction}**
 - (2) Intoxication on the premises is forbidden and will result in the individual being asked to leave, or if a temporary resident asked to go to his/her respective room. **UNDERAGE DRINKING WILL NOT BE TOLERATED AND WILL RESULT IN CANCELLATION OF THE EVENT.**
- COURTESY:**
- (1) The playing of loud music/radio/television, engaging in loud conversation and activities are prohibited on the 2nd, 3rd, and 4th floors. Loud is defined as the person next door is disturbed.
 - (2) **We hope you found the facilities neat and clean and expect you to leave them that way when you depart.** Please report any problems to a member of the Parish staff. **All parties are expected to lean their meeting room/kitchen areas when they are done and dispose of all trash and food by-products.**
- PARKING**
- (1) When attending any event at the Sacred Heart Parish Center. **PLEASE PARK** in the parking lot coming in off of **DOUGLAS ROAD**. Also, after **5:00PM** all parking spaces directly in front of the building are for Handicap spaces only. Contact Manager for any exceptions.

I have read the above and agree to all these terms and conditions and agree to take responsibility for the areas/facilities required by my party on the front of this agreement and further agree to ensure payment is made on time.

Responsible Individual

Parish Manager