



Sacred Heart Parish Center

RESERVATION REQUEST – INDIVIDUAL

The Sacred Heart Parish Center is a Catholic retreat facility, Parish activity center, religious education center, and home to the offices of **Sacred Heart Parish at Notre Dame**, the parish founded by Fr. Edward Sorin in 1842, and the first parish of the Congregation of the Holy Cross in the United States. Sacred Heart Parish operates within the Diocese of Fort Wayne/South Bend.

Individuals requesting a reservation must have an association with Notre Dame, St Mary's College, or Holy Cross College in one of the following ways: Alumni; currently-enrolled undergraduate/graduate student; parent/legal guardian/ immediate family member(s) of a currently-enrolled student; University faculty/staff member; University conference, orientation, internship, or research program participant. If none of the above is applicable or you are unsure, please email the address below for clarification.

Reservation requests should be submitted **MONDAY - FRIDAY, 8:00 AM to 3:00 PM, Via Email (below)**. Requests received after Office Hours, on the weekends (Fri - Sun) and/or holidays will be addressed the following business day.

The Donation Rate is \$35.00 per bed per night, or \$30.00 per bed per night with a 14-day or longer stay, if a room is available. **A room with a private bathroom is \$45.00/bed/night**, or \$40.00/bed/night with a 14-day or longer stay, if one is available.

Our **dorm-style bedrooms** have 2 twin (single) beds, each with sheets, blankets & pillows; a sink and mirror; one set of hand towels and bath towels per bed; a desk, lamp, and chair. Men's & Women's Restrooms>Showers are centrally located on each floor. *Personal toiletries and/or grooming supplies are not provided or available.*

NOTE: Every bedroom is available as Single-Occupancy (i.e. Private). *Unrelated individual/single-party guests do not share rooms*, regardless of how many unused beds there may be in the room. You only pay for the bed(s) reserved in the room(s).

There is NO ELEVATOR in the building and **NO A/C in the bedrooms** (each bedroom has a ceiling fan & box fan). Vending machines are available on the lower level.

KITCHEN ACCESS: Short-term guests may use the Kitchenette on the lower level for food/beverage storage and simple meal prep. Long-term guests (14 nights +) may use the full kitchen & laundry on the lower level. A brief training session is required prior to use; the kitchen door code will be given upon completion. *Food/meals are not provided.*

We do not have a formal Check In/Check Out process – these procedures are included in your Confirmation Email.

Check-In Time: **AFTER 3:00 PM** – use the DOOR CODE in your confirmation to enter; **Check-Out Time:** **BY 10:00 AM.**

Payment is due at check-in or at check-out; Cash/Checks/Credit-Debit cards accepted.

Please fill in your information below and email the completed form to: cmaciej1@nd.edu

NAME(s): _____

ADDRESS: _____ APT / Ste # _____

CITY: _____ ST / PROV: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

ARRIVAL DATE (mm/dd/yr): _____ DEPARTURE DATE (mm/dd/yr): _____

EXACT NUMBER OF BEDS: _____ EXACT NUMBER OF NIGHTS*: _____ Need to park a vehicle?*: _____

REASON FOR RESERVATION (please check one): **Yes or No; SHP Parking Permits are required; included in key packet, if "Yes"*

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| <input type="checkbox"/> ND/SMC/HCC Alumni | <input type="checkbox"/> Academic Program | <input type="checkbox"/> Diocese FW/SB Event | <input type="checkbox"/> Retreat – Group |
| <input type="checkbox"/> ND/SMC/HCC Student | <input type="checkbox"/> Baptism – Basilica | <input type="checkbox"/> Internship | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> ND/SMC/HCC Parent | <input type="checkbox"/> Baptism – Log Chapel | <input type="checkbox"/> Interview | <input type="checkbox"/> Sports Camp |
| <input type="checkbox"/> ND/SMC/HCC Graduation | <input type="checkbox"/> Basilica Wedding | <input type="checkbox"/> ND Vision Parent | <input type="checkbox"/> Other |
| <input type="checkbox"/> ND/SMC/HCC Faculty | <input type="checkbox"/> Basilica Funeral | <input type="checkbox"/> Orientation | <i>(please explain below)</i> |
| <input type="checkbox"/> ND/SMC/HCC Staff | <input type="checkbox"/> Campus Tour | <input type="checkbox"/> Research | |
| <input type="checkbox"/> ND/SMC/HCC Conference | <input type="checkbox"/> CSC Ordination | <input type="checkbox"/> Retreat – Individual | |

Other: _____
FOAPAL (ND Use Only – No "X"s) _____ - _____ - _____ - _____