

Standard Agreement – One Day Retreat / Group Event

Current Date: _____

Name of Group: _____

Address: _____

Event Coordinator: _____ PH #: _____

E-mail: _____

EVENT COORDINATOR NOTE: Please provide the Name and Contact Information for the person who will be in-charge of the group upon arrival (“On-Site Leader”) for the retreat/event, if different from the “Event Coordinator”.

On-Site Leader: _____ E-mail: _____

Arrival Date: _____ Time: _____ # in Party: _____

Depart Date: _____ Time: _____ Type of Program: _____

ON-SITE LEADER NOTE: Upon arrival, the On-Site Leader must speak with either the Business Office (if during business hours) or the Student Resident on Duty (if after business hours) to receive a copy of the SHPC Guidelines and to review both the Rules/Expectations during the event, and the Clean-Up Procedures prior to departure.

Wedding Set-up Date (additional cost if another time/date): _____
All functions must end by Midnight; Weddings/Wedding Functions must be approved by Rev. David Scheidler, CSC

Check or place an “X” next to each Room/Area that is needed: Additional Items – Put “Y” for Yes; “N” for No:

- | | | |
|----------------------------------|----------------------------|---|
| Chapel (see “Chapel Note”) _____ | Sofa Room _____ | Meals (you provide/have catered) _____ |
| Community Hall: _____ | Youth Room _____ | Sound System (music, microphone, etc) _____ |
| • Small Dining Room _____ | Nursery _____ | Projector Screen (projector not incl) _____ |
| • Kitchen _____ | Classrooms: (Circle) _____ | TV/DVD (available on A/V cart) _____ |
| Patio _____ | 1, 3, 4, 5, 6 _____ | ADA-Physical Disability concerns _____ |

Chapel Note: Any use of the Chapel **must be approved by the Parish Manager**. Visiting priests (outside of the Diocese of Ft. Wayne/S. Bend) are required to submit a **Letter of Suitability for Ministry** to **Rev. David Scheidler, CSC, Pastor**, Sacred Heart Parish, prior to the event. Sacristy supplies **will not** be available.

Security Guard: \$45.00/hr – A security guard is **required** to be present if **Beer** and **Wine** is served; **HARD LIQUOR IS NEVER ALLOWED**. You are required to hire a **licensed Bar Tender** if you are not using Notre Dame’s Catering Service.

DONATION INFORMATION

Total Donation: \$ _____ Deposit: \$ _____ Balance: \$ _____

Payment Method: _____ Cash _____ Check _____ Check Number: _____

FOAPAL # (for ND functions only): _____

[Rooms must be returned to their original order. You are responsible for the collection & disposal of any/all trash in the Main Hall, Kitchen, and both sides of the building after your function. See reverse side for complete Terms & Conditions.]

Terms and Conditions – Please Read Carefully

Fire, Safety, Security, Alcohol, and Courtesy Regulations

Welcome to the Sacred Heart Parish Center on the campus of the University of Notre Dame. We hope your stay with us is pleasant, eventful, safe, enjoyable, and filled with great memories. For everyone's added safety, convenience, and enjoyment, the following rules will be strictly enforced. Any "**Major Infractions**", as outlined below, 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 bedrooms, hallways, bathrooms, 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 of the fire stairs and fire escapes, as they could present a safety hazard.
 - (2) Running and general horseplay in the building is expressly 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 & 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 is 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(s) being asked to leave. Temporary residents will be asked to go to his/her respective room(s). **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 disrupting the person(s) next door.
 - (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 clean 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 on MOREAU DRIVE**. All parking spaces directly in front of the building are for Handicap Use Only. You must contact the Parish Manager for any exceptions or you will be towed.

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

Responsible Individual

Parish Manager