

**SACRED HEART PARISH CENTER
RESERVATION REQUEST – INDIVIDUAL**

RETURN COMPLETED FORM VIA EMAIL TO: cmaciej1@nd.edu

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

Individuals requesting an overnight 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/you are unsure, please email the above address for clarification.

Reservation requests should be submitted **MONDAYS - THURSDAYS, 8:00 AM to 4:30 PM, VIA EMAIL (address above)**. Reservation requests received after office hours, on weekends (Fri/Sat/Sun) and/or holidays will be addressed the following business day.

The donation amount is \$35.00 per bed per night, or \$30.00 per bed per night with a 14-day or longer stay if space is available. **A room with a private bathroom is \$45.00/bed/night (only 3 such rooms)** or \$40.00/bed/night with a 14-day or longer stay if space is available.

Our dorm-style bedrooms have 2 twin beds with sheets, blankets & pillows; a sink & mirror; and one set of hand towels/bath towels per bed (*4th floor rooms have up to five-bed configurations for larger parties*). Most bedrooms also have 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 – 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 room has a ceiling fan and a box fan*). Laundry facilities are available on the lower level: \$2.00 to wash, \$2.00 to dry, quarters only.

We do not have a formal Check In/Check Out process – these procedures are included in your Confirmation Email. Your KEY & PAYMENT ENVELOPE will be at the Front Desk window for you upon arrival.

- **Check-in time: any time AFTER 3:00 PM** – The entry door is unlocked during office hours; use the DOOR CODE provided in your confirmation to enter the building if you arrive AFTER office hours/on the weekend. Take your ENVELOPE and proceed to your room
- **Check-out time: By 10:00 AM** – Payment due upon check-out; cash/checks/major Credit/Debit cards accepted (payment forms included in key packet; electronic funds transfer is not available, unless FOAPAL (*UND/SMC/HCC ONLY*))

NAME(s): _____

ADDRESS: _____ **APT/Ste #** _____

CITY: _____ **ST:** _____ **ZIP CODE:** _____

PH: _____ **EMAIL:** _____

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

EXACT NUMBER OF BEDS: _____ **EXACT NUMBER OF NIGHTS*:** _____

REASON FOR RESERVATION (please check one):

*Number of nights **sleeping** at the Center

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> UND/SMC/HCC Alumni | <input type="checkbox"/> Academic Program | <input type="checkbox"/> Diocesan Function | <input type="checkbox"/> Retreat-Individual |
| <input type="checkbox"/> UND/SMC/HCC Student | <input type="checkbox"/> Baptism-Basilica | <input type="checkbox"/> Graduation | <input type="checkbox"/> Retreat-Group |
| <input type="checkbox"/> UND/SMC/HCC Parent | <input type="checkbox"/> Baptism-Log Chapel | <input type="checkbox"/> Internship | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> UND/SMC/HCC Faculty | <input type="checkbox"/> Basilica Funeral | <input type="checkbox"/> Interview | <input type="checkbox"/> Sports Camp |
| <input type="checkbox"/> UND/SMC/HCC Staff | <input type="checkbox"/> Basilica Wedding | <input type="checkbox"/> Orientation | <input type="checkbox"/> Other |
| <input type="checkbox"/> UND/SMC/HCC Conference | <input type="checkbox"/> CSC Ordination | <input type="checkbox"/> Research | <input type="checkbox"/> (explain below) |

Other: _____

FOAPAL (ND ONLY – No "X"s) _____ - _____ - _____ - _____