

SACRED HEART PARISH CENTER • University of Notre Dame

STANDARD AGREEMENT – OVERNIGHT RETREAT / EVENT

(Please type, or handwrite/print clearly)

Current Date: _____

Name of Group/Event: _____

Mailing Address: _____

City/ST/Zip: _____

Event Coordinator: _____ PH (C): _____
(w/Area Code)

E-mail: _____ PH (O): _____

EVENT COORDINATOR: Please provide the Name and Contact Information of 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: _____ PH (C): _____
(w/Area Code)

E-mail: _____ PH (O): _____

Arrival Date (mm/dd/yy): _____ Time: _____ Guest # (min/max): _____

Depart Date (mm/dd/yy): _____ Time: _____ Event Type: _____

ON-SITE LEADER: Upon arrival, On-Site Leader must speak with either the Parish Manager (during business hours) or the Student Resident on Duty (after business hours) to review the **Terms & Conditions** during the event, and the **Guidelines** for clean-up that must be completed prior to departure.

CLEANING DEPOSIT

A Cleaning Deposit of **\$250.00** is required at the time of contract **via separate check from the Donation amount and payable to “Sacred Heart Parish Center”**. This deposit is fully refundable, provided that ALL of the highlighted items on the attached GUIDELINES form are determined to be completed as specified. **If any one of the items is not completed as specified, the entire amount of the deposit will be forfeit.**

ROOM SELECTIONS: Place an “X” next to each to select

ADDITIONAL ITEMS: Put “Y” for Yes; “N” for No

Chapel of the Sacred Heart <small>(see “Chapel Note”)</small>	_____	Conference Room	_____	Meals (you provide; caterer of your choice)	_____
Community Hall	_____	The Study	_____	Sound System (music, microphone, etc)	_____
Main Kitchen	_____	Classrooms:	_____	Projector Screen (projector not included)	_____
Patio Area	_____	<small>(circle each one needed)</small>		TV/DVD (available on A/V cart)	_____
		#1, #3, #4, #5, #6		ADA-Physical Disability concerns	_____

Chapel Note: Any Chapel use **requires approval** of the SHP Pastor prior to the event. Visiting priests outside of the Diocese of Fort Wayne/South Bend are required to submit a “**Letter of Suitability for Ministry**” to the SHPC Office, if celebrating Mass.

SACRISTY USE: The Sacristy is for SHP/CSC use only; **Diocesan/visiting Priests - PLEASE BRING A FULL MASS KIT & VESTMENTS**

OVERNIGHT ACCOMMODATIONS

of Beds - Male _____ # of Beds - Female _____ No. of Chaperone Beds* M _____ F _____ None _____
(NOT counting Chaperones) *In addition to the M/F beds; if No chaperones, check “None”

TOTAL NO. OF BEDS: _____ Special needs/concerns: _____

DONATION INFORMATION

Total for Beds \$ _____ Room Fee \$ _____ Cleaning Deposit* \$ 250.00 Deposit Chk # _____
20 or more beds, 1 night or more = \$25 per bed per night; Less than 20 beds, 1 night or more = \$25 per bed/night; Less than 20 beds, only 1 night = \$35 per bed per/night
\$50 each (Chap, C-Hall, Kitchen); Or \$100 for all 3 *DUE AT TIME OF CONTRACT VIA SEPARATE CHECK (except for FOAPAL Billing – billed on day of checkout)

Donation Total \$ _____ Donation Payment Type: _____ Cash _____ Check _____ Check # _____
= (Total for Beds + Room Fee) (payable to “Sacred Heart Parish Center”)

FOAPAL-ND use only (all # sets - No X's) _____ - _____ - _____ - _____ - _____

Terms and Conditions – Please Read Carefully

Fire, Safety, Security, Alcohol, and Courtesy Regulations

We hope your stay at the Sacred Heart Parish Center is pleasant, eventful, safe, enjoyable,. For everyone’s safety and enjoyment, the following terms and conditions 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. The Sacred Heart Parish Center is a smoke-free facility. All smoking, vaping, or similar activity is strictly prohibited throughout the entire facility and under any circumstances. This includes but is not limited to the following areas: all entryways, hallways, bedrooms, bathrooms, chapel, meeting rooms, dining rooms, kitchens, and any/all other areas of the building not specifically listed.
2. Any/all candles, matches, lighters, incense burners, hot plates, space heaters, electric blankets, or any similar devices are not allowed on the Upper (Bedroom) floors at any time or for any reason. Guest/group use of these items in any other part of the building without prior management approval will result in immediate expulsion.
3. **Major Infractions: Smoke alarms** are installed in each room - any tampering with these devices is prohibited; **Fire hoses** are wall-mounted for ready accessibility - any tampering with fire equipment is prohibited; *Activation of the fire hoses automatically sounds the fire alarm*; **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.**

SAFETY

Unless there is an emergency, please keep all members of your party away from the fire stairs and away from all fire escapes. Running, jumping, stomping and/or general horseplay in the building is strictly prohibited at all times.

SECURITY

1. We strongly advise you to keep your bedroom door(s) locked at all times, whether occupied or not.
2. ***If entrusted with a key(s), I promise to safeguard & return same upon check out, or pay a fee of \$25.00 per key for the loss of any/all keys provided to me during my stay.***
3. When responsible for any area of the building, you must ensure all non-standing lights are turned off, all windows and doors are closed and locked, and all other electrical appliances are shut down and secure prior to departure.

ALCOHOL

1. Except by prior approval, only in specified areas, and upon hiring a security guard, **consumption of alcoholic beverages on the premises is strictly forbidden (beer/wine only – HARD LIQUOR IS NEVER ALLOWED)**
2. No alcoholic beverages of any kind may be stored or consumed on the Upper or Lower floors at any time.
3. Intoxication on the premises is strictly forbidden regardless of age or reservation. Any/all intoxicated guests will be asked to leave, or will be escorted from the premises. **UNDERAGE DRINKING WILL RESULT IN IMMEDIATE EXPULSION/CANCELLATION OF THE EVENT.**

COURTESY

The playing of loud media devices, loud conversation and/or activities is prohibited at all times on the 2nd, 3rd, and 4th floors (Bedroom floors). “Loud” is defined as: disruptive to any person(s) proximate to you.

CLEANING

We hope you found the facilities neat and clean upon your arrival and we expect you to leave them that way when you depart. All parties are expected to clean their reserved areas after the event and prior to departure, disposing of all trash and food by-products. *If the any one of the areas reserved/used are not cleaned per the attached GUIDELINES, the entire amount of the Cleaning Deposit will be forfeit.*

PARKING

Guest/Event parking is only allowed in the **PARISH CENTER PARKING LOT** located at the end of Moreau Drive. Parking spaces directly in front of the building are for valid HANDICAP TAGS only.
Any car without a valid tag that is parked in front of the building for longer than 30 minutes will be towed at the Owner’s expense.

I have read the above and agree to take full responsibility for the areas/facilities used by my party, according to the terms and conditions outlined in the signed Standard Agreement, to which this document is attached and made a part hereof. I further ensure that full payment of the Cleaning Deposit is made on time, according to the terms and conditions in the signed Standard Agreement.

Responsible Individual

Date Signed

**GUIDELINES FOR USE OF THE
SACRED HEART PARISH CENTER ROOMS**

In order that all guests of the Sacred Heart Parish Center may be afforded clean and presentable spaces for their events, please follow these important Guidelines when you use the building.

CLEANING DEPOSIT: A Cleaning Deposit in the amount of **\$250.00** is required at the time of contract. This deposit is fully refundable provided that **ALL OF THE HIGHLIGHTED ITEMS BELOW** are completed as specified prior to departure. **Otherwise, the entire amount will be forfeit.**

Upper Floor Bedrooms (Overnight Retreats Only)

- Overnight guests are to strip the beds that have been used [sheets, pillow cases, towels only] and leave them in the hall receptacles so marked. **DO NO REMOVE MATTRESS PADS**

Main Floor

Chapel of the Sacred Heart:

- See attached "GUIDELINES FOR USE OF THE CHAPEL OF THE SACRED HEART"

Community Hall, Small Dining Room, Kitchen:

- Tables and chairs are supplied – if moved, please return tables to original places and set chairs in order around them
- Scotch tape/ adhesives may not be used to hang pictures or decorations - **masking tape only**
- **After your event, vacuum the carpets and wipe down the tables. Vacuum and cleaning supplies are found in the closet marked "Cleaning Supplies" in the Small Dining Room**
- If you use the A/C, please turn it off – both thermostats
- All lights are to be turned off
- The sound system and piano are for use by the Parish Only - **not for general use in conjunction with renting the Community Hall**
- The TV and DVD player located in the Small Dining Room may be moved to the Community Hall for meeting use. These items must be returned to their original position and plugged back in after use
- **Prior to** utilizing the Kitchen, the Parish Manager must approve the person or service requesting to use it
- All appliances in the Kitchen may be used. **You must turn on the fan before using the large stove**
- **No utensils, pot, pans or other kitchen items are supplied.** You must bring what you need
- **If the Kitchen is used, the countertops, stove, refrigerator, and floor must be cleaned and free of any grease**
- If a **catering service** is used, they must remove their property/supplies prior to their departure
- **All trash is to be placed in plastic bags and taken outside to the dumpster, to the right of the building, towards Moreau Seminary**
- All doors must be secured and locked

Lower Level (Basement)

Classrooms: (In classrooms that are used by retreats and other groups/individuals):

- All furniture that is moved must be returned to its original position
- No articles in the rooms (including dry erase boards) other than tables and chairs may be used without obtaining permission of the Parish Manager
- Use only new dry erase makers and erasers on the white boards. If any markers/erasers you use destroy the finish on the boards, you will be charged for their replacement
- All trash is to be placed in plastic bags and taken upstairs and outside to the dumpster, to the right of the building, towards Moreau Seminary
- Doors and windows are to be CLOSED AND LOCKED

Conference Room & The Study:

- Use only new dry erase makers and erasers on the white boards. If any markers/erasers you use destroy the finish on the boards, you will be charged for their replacement
- Rooms must be left in the same condition they were in prior to the event
- All furniture that is moved must be returned to its original position
- Any outside food or drink must be approved by the Parish Manager
- Any beverages spilled in these rooms must be cleaned immediately
- Any beverages used must be put away prior to leaving the room and removed after your event
- No food is to be left in the refrigerator or cabinets
- All trash is to be placed in plastic bags and taken upstairs and outside to the dumpster, to the right of the building, towards Moreau Seminary
- All windows are to be CLOSED AND LOCKED
- A/C units are to be turned off
- If any lingering odors from beverage spills are left, the group responsible will reimburse Sacred Heart Parish Center for the cleanup costs

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Responsible Individual

Date Signed

**GUIDELINES FOR USE OF THE
CHAPEL OF THE SACRED HEART**

- Any use of the Chapel must be authorized, prior to the event, by the Pastor, Rev. John Conley, CSC
- All official Roman Catholic Church guidelines are to be followed in regard to use of the space and liturgical celebrations
- The Chapel, with the Tabernacle, is a sacred place of reverence. Please maintain an attitude of respect at all times that is proper to a place of worship
- The altar is consecrated and is to be used for the celebration of the Eucharist. The altar is NOT to be used for refreshments, as a work surface/table, or for any other purpose
- SACRISTY SUPPLIES AND VESTMENTS WILL NOT BE MADE AVAILABLE – All priests must bring a full Mass Kit and vestments
- All music must be of a sacred nature and compatible with divine worship. No secular or worldly music is allowed at any time
- Accompanists must provide their own sheet music
- All Chapel decorations are to be left in place and intact. If they need to be temporarily moved, permission to do so must be obtained in advance. All items must be returned to their proper place immediately after use
- No notices, posters, or decorations may be affixed by any method to any walls, pews, chairs, fixtures, or furniture without the prior consent of the Pastor
- No food or drink is allowed inside the Chapel
- After use, the Chapel must be returned to its proper order. Please be sure that:
 1. All lights are turned off
 2. All programs, song sheets, or worship aids are collected and removed by those using the Chapel
 3. If Newman Hymnals and Missals are removed from the chairs, they must be put back on the chairs before leaving
- Any chairs or other furniture that are moved must be put back in their original places
- **Candles** – Only candles in **glass or plastic spill-proof containers** may be used. Absolutely no taper or pillar candles of any kind
- Any damages or losses incurred will be billed to those using the Chapel

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Responsible Individual

Date Signed