



OUR LADY OF THE PINES RETREAT CENTER

# Hosted Retreat Packet

1250 Tiffin Street | Fremont, OH | 43420

Ph: 419-332-6522 | Fax: 419-333-0238

[www.pinesretreat.org](http://www.pinesretreat.org)






## **Mission Statement**

Our Lady of the Pines Retreat Center,  
a sponsored ministry of the Sisters of Mercy of the Americas,  
offers space for all seeking a deeper relationship  
with God, self, others, and all creation.

The spirit of hospitality, a Mercy charism,  
pervades the place, welcoming all who come.



Dear Retreat Coordinator,

We are grateful you have chosen Our Lady of the Pines Retreat Center as the location to host your retreat. We look forward to warmly welcoming you to our holy grounds.

In this booklet you will find helpful information to prepare for your retreat with us. You will also find several documents that we ask to be filled out and returned to us. These pages help us to do our part in making sure your retreat experience with us is unforgettable.

We have also included our *Conditions for Use* for your reference. We invite you to share these pages with your retreat attendees so they are familiar with what we ask of our retreat guests, in order to provide a safe and welcoming environment for all.

As your retreat approaches, you may find that you and/or the team leaders would like to visit to refresh your memory of what we can offer to you in terms of facility capabilities and layout. In this instance, we just ask that you call ahead to arrange a date and time so a member of our staff can be here to assist you.

Furthermore, please know that we are praying for you, your team, and your attendees as you prepare to open your hearts to God for this wonderful retreat experience.

Blessings,

***Heidi***

Heidi Chew Osborne

Executive Director

Our Lady of the Pines Retreat Center

*A Sponsored Ministry of the Sisters of Mercy of the Americas*

1250 Tiffin St. Fremont, OH 43420

heidiosborne@pinesretreat.org

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## Agreement For Use

Our Lady of the Pines Retreat Center | 1250 Tiffin Street, Fremont, OH 43420 | [www.pinesretreat.org](http://www.pinesretreat.org)  
PH: (419) 332-6522 | FAX: (419) 333-0238 | Email: [olprc@pinesretreat.org](mailto:olprc@pinesretreat.org)

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**Please sign and return to Our Lady of the Pines Retreat Center no later than 14 days after reserving space for your retreat. If both this contract and the security deposit are not received within 14 days of creating the reservation, the reservation may be canceled.**

Retreat Group Name:

Arrival Date:

Departure Date:

Primary Contact Name:

Primary Contact Phone:

Primary Contact Email:

Please list the person(s) or organization(s) permitted to receive information about or make changes to the retreat, in addition to the Primary Contact Person. This includes but is not limited to financial information pertaining to the retreat.

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I, the undersigned, as the Primary Contact Person for this retreat, have read the "Hosted Retreat Packet"; and agree on behalf of our group to abide by any and all information provided via this packet leading up to and throughout our visit to Our Lady of the Pines Retreat Center (OLPRC). Furthermore, we hereby release and discharge Our Lady of the Pines Retreat Center, its Board of Directors, employees, volunteers, and the Sisters of Mercy of the Americas, from any claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of incident, accident, or injury occurring while our group is utilizing Our Lady of the Pines Retreat Center or the property owned by the Sisters of Mercy of the Americas

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this form and return it with your security deposit to:**

Our Lady of the Pines Retreat Center  
1250 Tiffin Street, Fremont, OH, 43420

*\*Remember, changes to your retreat reservation should be requested and approved at least 14 days prior to arrival. **Please review the following pages carefully, as some of our policies have recently changed.***

## **Initial Reservation Numbers & Rooms**

When creating your reservation, please carefully consider the number of guests you are planning for. Should your actual number of guests be 80% or less than your initial reservation, a fee equal to 50% of your deposit will be added to your final invoice to cover the cost of potential lost income. Groups who do not pay the lost income fee, will not be allowed to reserve future dates with OLPRC until the fee is paid in full.

OLPRC reserves the right to book more than one group in the retreat house at a time. As a result, if your group does not reserve the whole house, you may not be able to utilize all of the Select Rooms; halls will be assigned according to your reservation numbers. Due to the number of requests OLPRC receives to host retreats, we need to be able to house groups together in order to maximize the use of space available. Should your group desire to reserve the whole house, there will be a minimum \$2,200 per night fee assessed to your retreat account. This fee is exclusive of food costs.

### **\*Deposit Information effective July 1, 2022**

For <u>overnight</u> retreats of		<u>One night</u>	<u>Two Nights</u>
1-20 guests	deposit is	\$400	\$750
21-40 guests	deposit is	\$750	\$1,500
40+ guests	deposit is	\$1,000	\$2,000

Three or more nights: deposit is \$2,500 (for any number of guests)

For day retreats: 1-20 guests deposit is \$50                      21+ guests deposit is \$100

**\*Deposits are due in full within two weeks after the initial reservation is made, and are non-refundable.**

### **Accommodation Request Form**

The retreat center requires ALL final details regarding this retreat and its attendees be submitted via the Accommodation Request Form (commonly referred to as the A.R.F.). The A.R.F. will be emailed to the primary contact person 90 days prior to the start of your retreat. Please return it no later than 14 days prior to your retreat; the numbers on this form will be used to create your final invoice, so please make sure it is correct. No credit (food or lodging) will be given for guests who are listed on the A.R.F. but do not attend the retreat for any reason.

### **Balance Information**

An invoice for the balance of your retreat will be based on the information provided on the A.R.F. and will be sent to the email address of the primary contact listed for this retreat one week prior to your retreat. The final payment is due upon arrival at the retreat center (or before) and can be paid via cash, check, or credit card. Final payment must be in the form of one method of payment.

**Again, we thank you for choosing Our Lady of the Pines Retreat Center to host your retreat, and we invite you to reach out with any questions you may have as you continue planning for your retreat.**

## Conditions For Use

Our Lady of the Pines Retreat Center | 1250 Tiffin Street, Fremont, OH 43420 | [www.pinesretreat.org](http://www.pinesretreat.org)  
PH: (419) 332-6522 | FAX: (419) 333-0238 | Email: [olprc@pinesretreat.org](mailto:olprc@pinesretreat.org)

### **CONDITIONS FOR USE - BOOKING POLICIES**

#### **How to Confirm Your Reservation (Reservation Procedures)**

Sign and return the completed Agreement for Use contract along with the security deposit to:

Our Lady of the Pines Retreat Center  
1250 Tiffin Street | Fremont, OH | 43420  
Fax: 419-333-0238

When creating your reservation, please carefully consider the number of guests you are planning for. Should your actual number of guests be 80% or less than your initial reservation, a fee equal to 50% of your deposit will be added to your final invoice to cover the cost of potential lost income. Groups who do not pay the lost income fee, will not be allowed to reserve future dates with OLPRC until the fee is paid in full.

OLPRC reserves the right to book more than one group in the retreat house at a time. As a result, if your group does not reserve the whole house, you may not be able to utilize all of the Select Rooms; halls will be assigned according to your reservation numbers. Due to the number of requests OLPRC receives to host retreats, we need to be able to house groups together in order to maximize the use of space available. Should your group desire to reserve the whole house, there will be a minimum \$2,200 per night fee assessed to your retreat account.

#### **Security Deposits**

All retreats require security deposits in order to hold space at the Retreat Center; this deposit is due in full within two weeks after the reservation is made, unless other arrangements are permitted. Failure to pay the deposit will result in OLPRC releasing your reserved dates. The amount of your security deposit is based on the estimated number of retreatants and the length of your stay.

#### **Accommodation Request Forms**

The Accommodation Request Forms in the Hosted Retreat Packet are the basis for which the Retreat Center prepares for your retreat. *These forms will be emailed to you 90 days prior to the start of your retreat.* It is imperative that you return these forms no later than the due date listed in that email so the retreat center can prepare for your arrival. The capabilities listed in these forms do not guarantee availability, and all reservations must be based on what is designated for your retreat in the Retreat Reservation email. You will be invoiced according to the information in your completed Accommodation Request Forms and payment will be due upon arrival at the retreat center, unless other arrangements have been made.

## Schedule of Events

A schedule of events must be submitted in addition to the completed Accommodation Request Forms by the due date listed in the Retreat Reservation email.

## Changes to the Reservation

All changes must be requested by the Primary Contact or other approved by-party as designated on the Agreement of Use contract.

## Minimum Operating Charge

The Retreat Center requires a minimum of 10 people to open the house to overnight guests. If your group cannot meet this requirement, an automatic charge of \$750 per group per night will be applied. This amount is exclusive of any meals that may be provided.

## Cancellation Fee

In the event you need to cancel the retreat, notice must be given to the Retreat Center as soon as possible. As a result of the cancellation, the security deposit will not be refunded and will not be applied to future retreats unless authorized by the Executive Director or Finance Manager.

## Releasing Retreat Reservations

Retreat reservations may be released and made available to other parties if the Retreat Center does not receive the security deposit.

## **CONDITIONS FOR USE – FOOD SERVICE POLICIES**

Our Lady of the Pines Retreat Center is a licensed kitchen in good standing with the Ohio Department of Health. To maintain this status and protect the health and safety of our guests, we must implement the following procedures:

### **For meals prepared by Our Lady of the Pines Retreat Center:**

- **Due to the need to order food in advance, all retreat groups will be charged for the number of guests indicated on the Accommodation Request Forms.** If an increase to this number is approved, an increase in cost will occur.
- Meal times are set by OLPRC and details will be included in your retreat reservation email.
- All persons attending a multiple day retreat who will be staying off campus are considered commuters. All commuters will be charged for all meals that have been scheduled to be provided by the Retreat Center each day. In the event a commuter will not be present for all meals, they will still be charged for all days and all meals of the scheduled retreat.
- Any food not consumed by the retreat group will be stored accordingly by the kitchen staff and becomes the property of OLPRC.



### **For retreats bringing outside food and/or drink products to the Retreat Center:**

- No persons may enter the kitchen if they are not employed by the Retreat Center and on shift.
- No outside food, drink, or storage containers can enter the kitchen.
- Crock-pots are allowed but must be kept in the snack galley in the Retreat Center.
- There is a refrigerator, microwave, and toaster in the main snack galley on the first floor, and a mini refrigerator on the 2nd floor.
- **There is no freezer available for guest use.**
- We have soap and cleaning utensils available in the snack galley for your dishes but they cannot be washed or sanitized in our kitchen due to the cross-contamination guidelines.
- A critical concern of the Sisters of Mercy is to protect the earth; therefore, we ask that if you bring disposable items to your retreat, that you recycle them in the designated bins in the snack galley on the main floor.

### **CONDITIONS FOR USE – STANDARD POLICIES**

#### **Alcohol**

It is not permissible for individual guests to bring alcohol for personal consumption onto the grounds or into the facilities. Groups requesting to bring alcohol for a specific function of their retreat (i.e. an agape dinner) must receive prior approval from the Executive Director. Our Lady of the Pines Retreat Center, the Board of Trustees, and the staff are not liable for adverse consequences resulting from guests consuming alcohol.

#### **Animals**

Animals are not permitted to stay in the facility, with the exception of service animals. If a guest will be accompanied by a service animal, the Retreat Center must be notified ahead of time.

#### **Attire**

All persons in the Retreat Center must wear appropriate attire. Tops, bottoms, and shoes are required at all times when in a common area.

#### **Blackout**

In the event of a blackout, there is a mini flashlight in each bedroom. There are also emergency kits containing a flashlight and a first aid kit in the following areas:

- Basement - Storage alcove next to the elevator
- Main Floor - Mercy Conference Room (on the bottom shelf of the podium)
- Second Floor - The housekeeping closet (next to room 32)

## **Candles**

The use of candles and incense is prohibited in guest rooms. Candles can be used in the conference spaces and chapel if contained in a fire-retardant vessel (i.e. a vase with walls higher than the flame) and if a guest is present. All flames must be extinguished when exiting a room. The sanctuary candle in the chapel is an exception to this rule.

## **Chapel (at the Retreat Center)**

- The OLPRC Chapel is a sacred space; all activity in the chapel must be respectful and prayerful in nature.
- As a Catholic worship space, the Body of Christ is housed in the Tabernacle, behind the altar. The ciborium should not be removed from the Tabernacle except during the formal celebration of Mass, a Communion Service, or Exposition of the Blessed Sacrament, by a Catholic priest, deacon, or other trained minister of holy communion.
- Candles, lighters, incense, censor, charcoal, cruets, hosts, wine, chalice, paten, sheet music, hymnals, stoles & chasubles, Roman Missal, Lectionaries, Monstrance, linens, and other sacramentals are available for guest use in the proper manner. If you are unable to find what you need, please check with a member of the staff. Unconsecrated hosts are kept in the walk-in cooler in the kitchen; a member of the Retreat Center staff can retrieve those for you.
- All furniture and liturgical decorations are to be left in the chapel. If you rearrange the furniture, please restore it to the original set-up before you leave.
- All Chapel and Sacristy lights are to be turned off when not in use. All candles must be extinguished prior to leaving the chapel.
- Please note that there is no sacrarium sink in the work sacristy. Do not pour anything down the drain that has been blessed; the blood of Christ and all water used to rinse the chalice must be consumed per canon law. All linens used during the celebration of a Mass or Communion Service are to be soaked in a plastic basin filled with water. OLPRC staff will take care of the linens beyond that point.
- Ashes from the thurible used during a sacred celebration are to be disposed of in the marked tin in the work sacristy.
- Please return all other sacramentals to the spot where you found them prior to use.

## **Check In / Arrival**

- Upon arrival at the Retreat Center, the On-Site Coordinator must check in with a member of staff.
- If you arrive early and the building is locked, please wait for a member of staff to arrive.
- As retreatants arrive, they may park in front of the building to unload their vehicles; once unloaded, all vehicles must be parked in Lot B. For individuals who require handicap parking, there are designated spaces in front of the building.

## **Check Out / Departure**

- Upon the close of a retreat, retreatants are asked to kindly place used towels, bed sheets, blankets, and pillowcases in the designated bins by the elevator. Please leave the comforter on the chair in the bedroom.
- Please return room keys to the front desk.
- Due to the need to schedule our staff in advance, late departures are not able to be accommodated unless scheduled in advance. The building will close 30 minutes after the scheduled retreat end time indicated on the A.R.F and no staff will be available thereafter.

### **Clocks**

Clocks are not to be removed from bedrooms or common spaces without permission from the Executive Director. If your retreat is participating in a full immersion retreat, you may cover alarm clocks with brown paper bags, and request that batteries be removed from the clock(s) in your conference space(s).

### **Damage, Theft and Vandalism**

The premises of Our Lady of the Pines Retreat Center have been made available for the general purpose of retreat. Any damage beyond reasonable wear and tear that has been caused as a result of conduct by any member of a specific group, shall be the sole and personal responsibility of that person/persons/organization. These persons will be referred to proper authorities and will be responsible for any expenses related to the incident.

### **Drink Service**

Culligan water, tea bags, hot water, hot chocolate, and coffee are available around the clock in the large dining area. Drinks service in your gathering space is also available. Beverages brought in by retreat groups must be stored in the designated snack areas/refrigerators either in the large dining area or in the snack galley in the Gorman Art Room.

### **Elevator**

In the event the elevator gets stuck with a guest inside, the guest is to push the call button in the elevator.

### **Emergency Contacts**

It is the responsibility of the retreat group to collect and maintain emergency contact information for the members of their group. If a retreatant needs to be reached by a family member during their stay the retreat center phone number should be used 419-332-6522 ext 107 or 419-332-6522 ext 100 ( during the hours 10p-6a).

### **Emergency Procedures**

In the event of an emergency, instructions will be announced over the intercom system.

### **Environmental Policies**

- Turn off lights and fans when leaving rooms in the Retreat Center.
- Keep the door and windows closed when the heating/air conditioner is on.
- Recycle paper, glass, and plastic in the designated bins in the Retreat Center.

### **Fire**

In the event of a fire, an alarm will sound throughout the building and emergency lights will flash. Do not panic. Go to the nearest and safest EXIT and make your way to the big barn on Canfield Street. **DO NOT USE THE ELEVATOR.** A member of staff will meet retreatants at the barn with the sheet used at sign in to account for all guests of the Retreat Center. Individuals on the second floor who cannot take the stairs should make their way to the balcony at the end of the Saint Joseph wing (with rooms 1-7) to wait for fire rescue.

### **Firearms and Weapons**

Firearms and weapons of all kinds are not permitted in the building or on the grounds.

### **Fire Doors**

Each floor has a large white fire door located on the east side of the elevator. These doors are to remain open at all times.

### **Fireplace**

The fireplace in the Bernardine Room is for decoration only and should not be tampered with.

### **Furniture Accommodations**

Please respect the use of all furniture in the Retreat Center.

- Please ask a member of staff for assistance if you would like a piece of furniture moved.
- No cutting, crafting, or ironing is permitted on furniture that is not properly protected or designated for this use.
- Groups utilizing equipment that will entail a large draw of current are to respect the setup provided by maintenance to ensure breakers do not trip from an overload.

### **Gift Shop**

During the week, the Gift Shop is open from 9:00 A.M. to 4:00 P.M. When a retreat group is staying overnight, the hours will be extended from 4:00 P.M. to 9:00 P.M. The shop accepts cash, check, and credit cards. Merchandise must be purchased before it can be removed from the shop floor. You can choose to have your purchased items shipped to you, for an extra fee, by completing a shipping request form (to complete a form, see a member of staff). Merchandise can be placed on a temporary hold during your stay. If you have placed an item on hold, it will be returned to the shop the day after your retreat if not purchased.

### **Hermitage Cabins**

There are two wood cabins on the property. These cabins are rented by individuals seeking to have a private retreat. It is not permitted for other guests to go within 20 yards of each cabin to protect the rights and privacy of the hermitage guests.

## **Hours**

During retreats, the front door will be unlocked at 6:00 A.M. and will be locked at 10:00 PM. All other exterior doors will lock at 9:00 PM. If your group will be out of the building after these hours, a member of staff must be notified so they can remain alert to those going in and out of the Retreat Center. For individuals who will be out of the building for special circumstances, they are to notify the member of staff on duty at the front desk when they will be returning so we know when to expect them. When they arrive back at the Retreat Center, they are to ring the doorbell if the door is locked.

## **Housekeeping**

Please see a staff member if you need extra towels and bathmats. There is an extra pillow and blanket in each room in either the closet or dresser. If you need more blankets or pillows, there are extras in the closets by the drinking fountain in hall 1-17. Please contact a member of staff if you need to replace your sheets or comforter or if you need more toilet paper, paper towels, or soap. Used linens should be placed in the designated bins by the elevator at the end of your stay. Please leave the comforter on the chair in the bedrooms.

## **HVAC Units / Boiler**

- a. Boiler - There are radiators in each room of the Retreat Center. These can be adjusted for heat output during the winter months.
- b. Wall Units - Interior wall units are in each room of the Retreat Center. These are controlled by individual thermostats hanging on the walls. In the summer these units are the source of air conditioning. They are a supplemental heat source during the winter months. Further instructions are hanging next to each remote.

If there are issues with the heating or air conditioning, please see a member of the staff.

## **Inclement Weather**

In the event there is a serious weather event, instructions will be given over the PA system.

## **Keys**

Each guest will be given a bedroom key upon arrival at the retreat center; these keys are to remain with the person staying in each room, or hanging on the hook inside the bedroom. Individual keys cannot be collected by retreat groups for immersion retreats due to privacy concerns. If a key is misplaced or if a guest locks themselves out, please see a member of the

staff. If a key is taken home with a retreatant, please have them send it back to the Retreat Center. Keys should be returned to the front desk before departure.

## **Laundry Services**

While OLPRC does not offer laundry services there is a washer and dryer, along with laundry soap in the laundry room of the Retreat Center that is available for guest use.

## **Linens**

The Retreat Center provides bed and bath linens for guest use. Extras are available from a staff member.

## **Maintenance**

To report the need for maintenance, please see a member of the staff. Please alert us as soon as possible so that we have a chance to improve your comfort before your departure.

## **Mass**

Currently, Mass is not regularly offered on the OLPRC campus; a member of staff can direct you to nearby churches.

## **Massages**

OLPRC has partnered with Licensed Massage Therapists to offer our guests the opportunity to restore their bodies while replenishing their souls at the same time. To maintain these relationships, we must implement the following procedures:

- Massages are by appointment only and must be paid for at the time of service.
- Arriving beyond the indicated appointment time may result in a shortened session due to pending time constraints.
- The group leader will give the Retreat Center a 24 hour notice of any massage therapy service changes, cancellations, or additions. Guests who miss their assigned appointment, or who decide to cancel less than 24 hour prior to the start of their retreat, will be expected to pay full price for the unused session unless their time slot is filled by another person. Any unfilled and/or unpaid sessions will be billed to the group leader's account and no future reservations will be allowed until the account is settled in full.
- Groups who request full day appointment times or more than 6 hours a day, agree to a 1-hour meal break in between sessions.
- Other practitioners may be brought in as needed.
- Prices are subject to change.
- ***It is the responsibility of the group leader to contact the massage therapist as soon as possible to inquire about availability for your group. Please contact Kim at Wright Vibe Massage at 419-307-5705.***

## **Medical**

In case of a life-threatening emergency, call 911 immediately. Below is the address and description of the Retreat Center:

1250 Tiffin Street, Fremont, OH 43420

*Two story brick building at the top of the hill. Use the door with the ramp.*

Once the call has been placed, notify a member of staff immediately.

Individuals utilizing needles for medical shots are asked to either secure their needles and take them home or dispose of them in the SHARPS container located in Office C. Do not dispose of needles in trash receptacles.

### **Mobility/Accessibility**

For guests who are differently abled, there is a ramp for entrance into the retreat center, and an elevator to access all floors. There are also designated bedrooms and restrooms available.

### **On-Site Coordinator**

While a retreat is occurring at Our Lady of the Pines Retreat Center, one person must be designated as the On-Site Coordinator for that retreat. This person will be the point of contact for the staff of the Retreat Center should any questions, comments, or concerns arise relating to your retreat. This person is also responsible for the following:

- Arriving at the Retreat Center before all other retreatants to confirm the furniture and equipment for the retreat have been set up according to their needs, as well as to confirm the time and place the welcome is to be given.
- Ensuring that all retreat attendees are aware of the Conditions for Use of the Retreat Center, and having them sign in agreement to these terms on the Sign-in Sheet.
- Notifying the Retreat Center staff of any cancellations, early departures, or medical emergencies that may occur. Adjustments in rate for the aforementioned changes will not be accommodated.
- Making sure that all retreatants are aware of the schedule of events as necessary and enforcing timely arrival to meals (if applicable) and timely departure for all guests.
- Completing a thorough check of all spaces that were in use by their retreat for any items that may have been left behind after all retreat guests have left.
- Notifying a member of staff that they are the last person with their retreat departing the building.

### **Personal Property**

Our Lady of the Pines Retreat Center is not responsible for any lost or damaged items belonging to guests.

- Found Items - The Retreat Center is not responsible for item(s) left behind by a guest. However, any item(s) found by our staff will be collected and placed in a safe location for reclaiming, for a maximum of two weeks. Perishable food items, undergarments and toiletries will be disposed of upon finding and cannot be returned.

- Returning found item(s) - We will be happy to have your lost item(s) delivered to you at the cost of postage. An invoice will be sent via email once the cost has been determined. The item will ship once payment has been made.

The Retreat Center is not responsible for any item(s) lost or misdirected during shipment.

### **Quiet Hours**

Our Lady of the Pines Retreat Center observes quiet hours from 10:00 P.M. - 7:00 A.M. During this time please respect the other guests by being quiet on the second floor and in the hallways.

### **Safety**

If any individual or activity appears to be suspicious or worrisome, notify a member of staff immediately.

### **Smoking/Vaping**

Smoking/Vaping is not allowed in the Retreat Center. There is one designated smoking area off the southwest corner of the building.

### **Staffing**

The Retreat Center is staffed around the clock when a retreat group is in the house, either at the front desk or in Office B (10p-6a). If a staff member has had to step away to assist another guest, notice will be posted on the front desk.

### **Tax Exemption**

Our Lady of the Pines Retreat Center is subject to the Sandusky County Bed Tax, as are ALL groups and individuals staying in the Retreat Center or hermitages.

For religious utilizing a tax exemption for gift shop purchases, please provide your tax ID number for bookkeeping purposes.

### **WIFI (Wireless Internet)**

The Retreat Center does have wireless capability (WIFI) and the passcode is posted throughout the building. The WIFI may go out from time to time - if this happens please wait a few minutes and try again. If the WIFI still cannot be accessed, notify a member of staff and they will call the provider to check for known outages or have a technician sent out.

### **CONDITIONS FOR USE — NOTICE**



## **Changes to our Condition for Use**

It is our policy to post any changes we make to our policies and procedures in the Hosted Retreat Welcome Packet and on our website at <https://www.pinesretreat.org/main-house>.

The date these policies were last revised is listed below and at the top of the web page listed above.

## **Terms and Conditions**

OLPRC makes every effort to ensure all the information that appears on our digital media or on our printed media is correct. However, no warranty, expressed or otherwise, is given that this information is error-free. We do not accept liability for errors and/or omissions, and we reserve the right to change the information published at any time and without notice.

To ask questions or comment about these *Conditions for Use*, contact us at: [olprc@pinesretreat.org](mailto:olprc@pinesretreat.org).

Revised 06/27/2022

## CONFERENCE ROOM CAPABILITIES

Conference Space	Floor	Classroom Style Max.	Conference Style	Theater Style	Round Tables/ Chairs	Chairs in a Circle	Boardroom Style Max	U-Style Chairs
Mercy Conference Room	1 <sup>st</sup>	50	100	100	78	60	50	50
Longo Board Room	1 <sup>st</sup>	x	x	x	x	x	12	x
Rose Room	1 <sup>st</sup>	x	x	x	x	15	x	8
Upper Room	2 <sup>nd</sup>	x	x	x	x	25	x	20
McAuley Room	2 <sup>nd</sup>	20	35	30	20	30	20	25
Gathering Room	Basement	x	x	x	x	40	40	30

Other options available in the Mercy Conference Room...

- Deacon Formation Layout
- Quilters Layout
- Other

Unless specifically reserved by your group, the following areas are community spaces shared by all visitors to the retreat house:

- Reflection Rooms
- Frances Warde Community Prayer Room
- Gorman Art Room
- Chapel
- Bernardine Room

## EQUIPMENT AVAILABLE

The following equipment is available in the listed conference spaces at all times:

### **Mercy Conference Room**

- Whiteboard
- TV

### **Longo Board Room**

- Whiteboard
- Board Table/Chairs
- TV

### **McAuley Conference Room**

- Whiteboard

### **Upper Room**

- Whiteboard
- TV
- DVD Player
- VCR

### **Gathering Room**

- Whiteboard
- Sink
- Coffee Pot

There are no additional charges for use of equipment or conference spaces.

The following equipment is available to be reserved on a first reserve, first serve basis:

- HDMI – HDMI connector (1)
- MAC – HDMI converter (1)
- Google Chromecast (1)
- Extension Cords (10 – various lengths)
- Speaker Set A (up to 2 speakers)
- Speaker Set B (up to 3 speakers)
- Lavalier Microphone
- Handheld Microphone
- Small Bluetooth speaker
- Yoga Mats (5)
- Yoga Blankets (10)
- CD Player
- Portable Smart TV
- Podium (2)
- Raised Platform (1)
- Tripod Stands
- Meditation Pillows
- Art Supplies
- 13 – 6' Round Tables
- 6 – 3' Square Tables
- 20 – 8' x 18" Rectangular Tables
- 16 – 6' x 18" Rectangular Tables

## INDOOR / OUTDOOR AMENITIES

For information about the following amenities, please visit [www.pinesretreat.org](http://www.pinesretreat.org)

### First Floor

- Chapel (seats 75)
- Frances Warde Room
- Gift Shop (see below)
- Large Dining Room (seats 45)
  - Contains 9 – 4' Round Tables
- Small Dining Room (seats 24)
  - Contains 6 – 3' Square tables
- Snack Galley
- Library (in the Mercy Conference Room)

### Second Floor

- Art Room (Attached to Upper Room)
- Back Porch
- Snack Galley
- Reflection Rooms (2)

### Basement

- Guest Laundry
- Massage Room
- Gathering Room

### Outdoors

- Finger Labyrinth
- Firepit
- Bicycles
- Benches
- Marian Grotto
- Meditation Deck
- Meditation Garden
- Stations of the Cross
- Walking Paths
- Walking Labyrinth

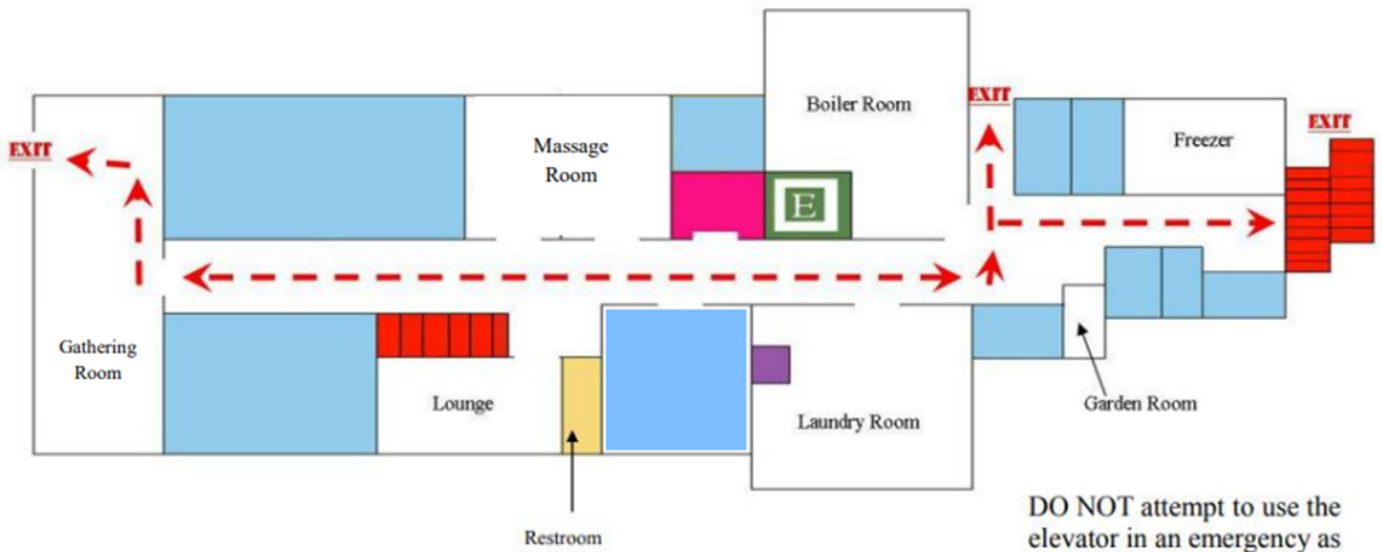
### THE GIFT SHOP (PICTURED BELOW)

The Gift Shop is open Monday – Friday from 9:00 – 4:00 P.M. The gift shop will be open additional hours when a retreat group is staying overnight in the house. On weekends the Gift Shop will be open Friday and Saturday until 9:00 P.M. ONLY IF there is a retreat group in the house. If the retreat leaves on Saturday or Sunday during the day, the Gift Shop will close at the same time as the Retreat Center.



# BASEMENT MAP

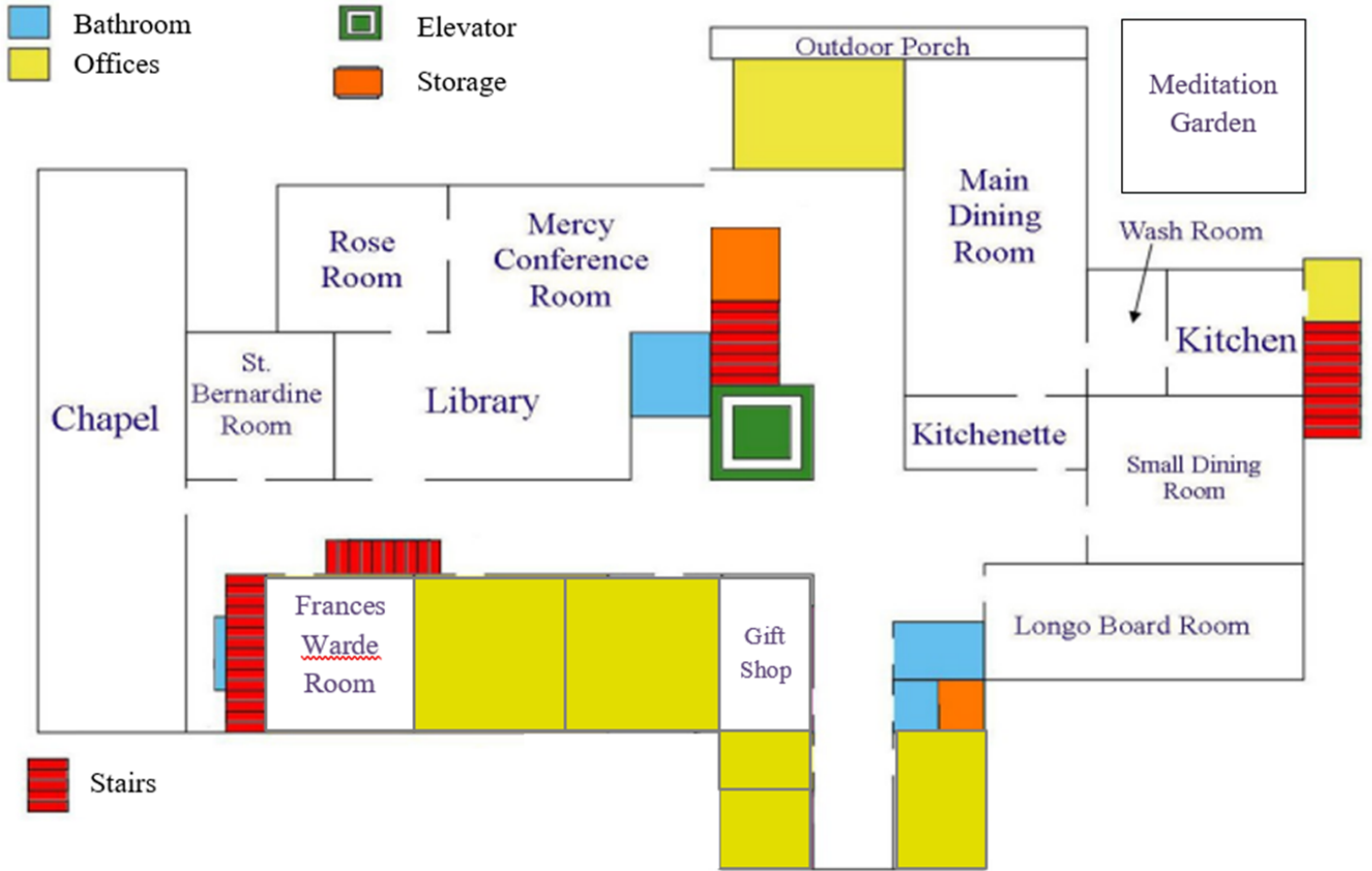
- Storage
- Snack Room
- Stairs
- Elevator
- Retreatants Washer & Dryer



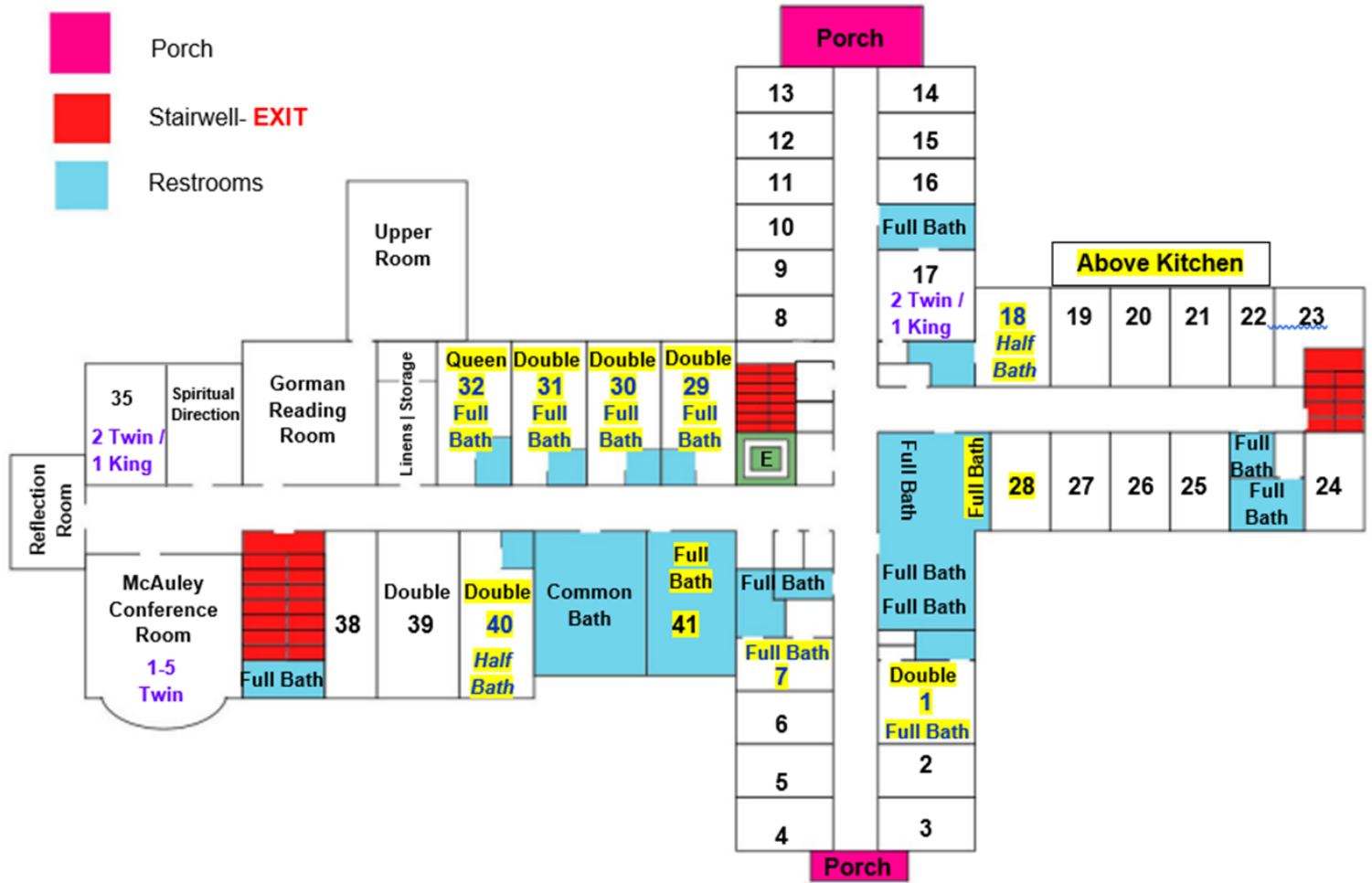
DO NOT attempt to use the elevator in an emergency as it will immediately be out of order. Proceed to the nearest EXIT.

## Lower Level

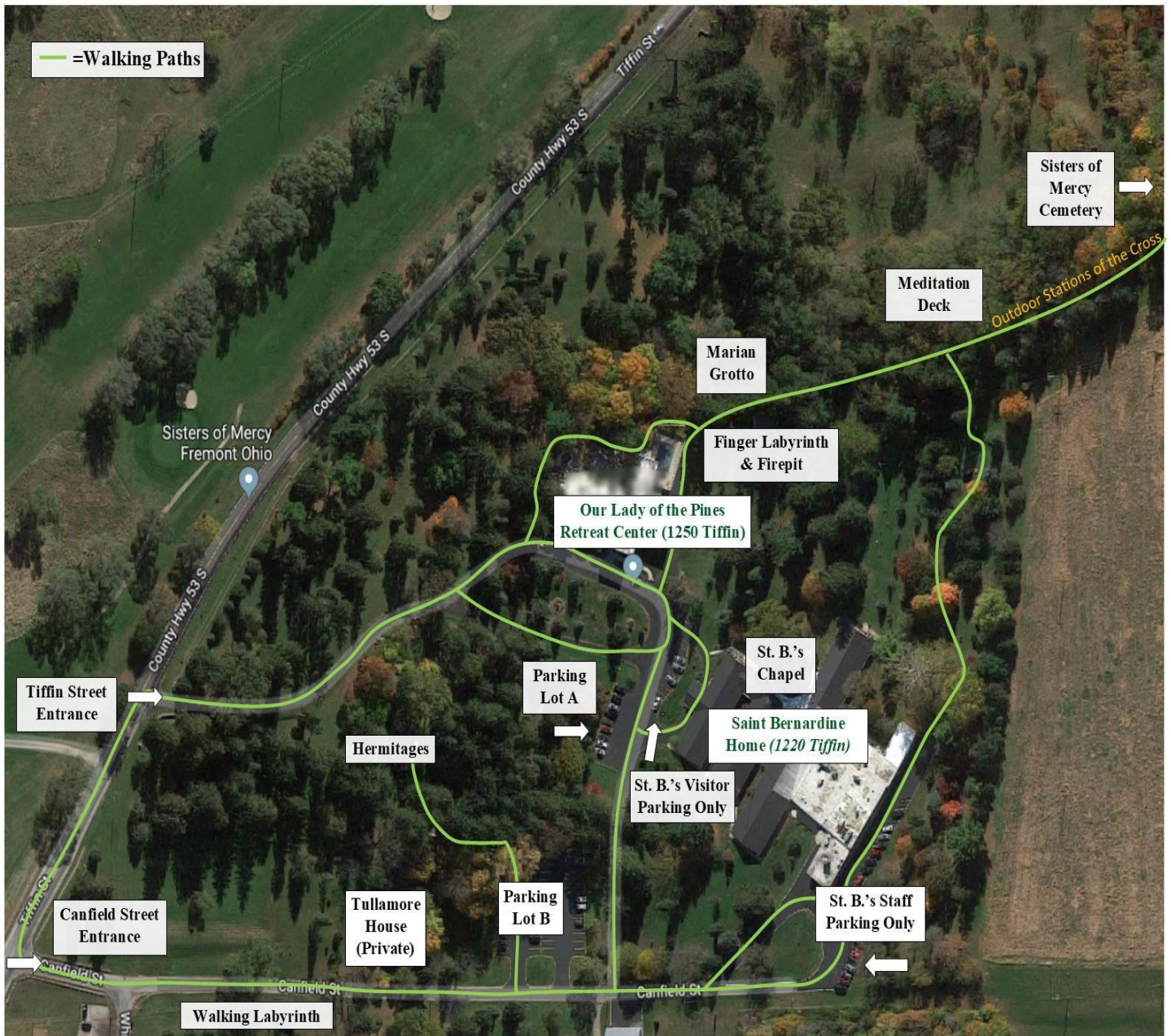
# FIRST FLOOR MAP



SECOND FLOOR MAP



# GROUNDS MAP





## BEDROOM LISTING

- These are all the bedrooms at the Retreat Center.
- All select rooms have been highlighted in green for your convenience.
- Rooms highlighted in blue require special permission to use.
- Rates for these rooms can be found on the following page.

Room #	Bed Size	Room Type	Notes
1	Double	Select - Full	
2	Twin	Standard	
3	Twin	Standard	
4	Twin	Standard	
5	Twin	Standard	
6	Twin	Standard	
7	Twin	Select - Full	
8	Twin	Standard	
9	Twin	Standard	
10	Twin	Standard	
11	Twin	Standard	
12	Twin	Standard	
13	Twin	Standard	
14	Twin	Standard	
15	Twin	Standard	
16	Twin	Standard	
17	(2) Twin XL or (1) King	Standard	Handicap Accessible
18	Twin	Select - Half	
19	Twin	Standard	Above Kitchen
20	Twin	Standard	Above Kitchen
21	Twin	Standard	Above Kitchen
22	Twin	Standard	Above Kitchen
23	Twin	Standard	
24	Twin	Standard	
25	Twin	Standard	
26	Twin	Standard	
27	Twin	Standard	
28	Twin	Select - Full	
29	Double	Select - Full	
30	Double	Select - Full	
31	Double	Select - Full	
32	Queen	Select - Full	
35	(2) Twin XL or (1) King	Standard	No Sink
37	(1-5) Twin	Select - Full	Dorm Room Only
38	Twin	Standard	No Sink
39	Double	Standard	No Sink
40	Double	Select - Half	
41	Twin	Select - Full	
Bellbrook	Twin	Select - Full	Hermitage Cabin
Carlow	Twin	Select - Full	Hermitage Cabin

**RATE LISTING**

Below are the rates for Our Lady of the Pines Retreat Center. We reserve the right to vary prices and rates in the event price increases are made by wholesalers, service providers, tax changes, or any other legitimate reason. The Retreat Center is not liable in any way if any increase occurs. Rates quoted are appropriate to the particular product and service at the time of booking.

	<b>Reservation Type</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Charged per room, per night	Standard Private	\$70.00	\$70.00	\$73.00
	Select Private	\$75.00	\$78.00	\$85.00
	Standard Shared	\$101.00	\$101.00	\$120.00
	Select Shared	\$103.00	\$103.00	\$130.00
	McAuley (1 retreatant)	\$70.00	\$70.00	\$85.00
	McAuley (2)	\$140.00	\$140.00	\$140.00
	McAuley (3)	\$210.00	\$210.00	\$210.00
	McAuley (4)	\$244.00	\$244.00	\$260.00
	McAuley (5)	\$290.00	\$290.00	\$305.00
	Hermitage	\$82.00	\$84.00	\$92.00
Charged per person, per event*	Half-Day (4 hrs. or less)	\$7.00	\$7.00	\$8.00
	Full-Day (4+ hrs.)	\$13.00	\$13.00	\$15.00
	Continental Breakfast	\$5.25	\$5.25	\$5.25
	Hot Breakfast	\$10.50	\$10.50	\$10.50
	Brunch	\$15.75	\$15.75	\$15.75
	Lunch	\$12.00	\$12.00	\$12.00
	Dinner	\$15.00	\$15.00	\$15.00

**\*Per Sandusky County a bed tax will be charged in addition to the above rates.**

**Room Descriptions**

Standard Room – This type of room does not have a private bathroom

Select Room – This type of room has a private bathroom attached to the bedroom

*For questions about rates in regard to your retreat, please email [olprc@pinesretreat.org](mailto:olprc@pinesretreat.org)*

\*A \$3.00/person/meal upcharge will apply to all vegan meals & will be billed to the retreat group.

## ACCOMMODATION REQUEST FORM (A.R.F.)

Our Lady of the Pines Retreat Center | 1250 Tiffin Street, Fremont, OH 43420 | [www.pinesretreat.org](http://www.pinesretreat.org)  
PH: (419) 332-6522 | FAX: (419) 333-0238 | Email: [olprc@pinesretreat.org](mailto:olprc@pinesretreat.org)

**The following forms must be completed and returned 14 days before the start of your retreat.**

If this form is not received by the aforementioned due date, OLPRC will plan your retreat based upon initial details and may not be able to guarantee any adjustments to arrangements upon arrival.

This information will be used to properly plan for your arrival, and cannot be changed beyond the aforementioned due date. The information provided will also assist in the creation of the final invoice. If there is a field that does not apply to your retreat, please mark N/A.

Retreat title: \_\_\_\_\_  
Retreat arrival date: \_\_\_\_\_  
Earliest possible arrival time for set-up: \_\_\_\_\_  
Arrival time of the retreatants: \_\_\_\_\_  
Start time of the actual retreat: \_\_\_\_\_  
Retreat departure date: \_\_\_\_\_  
Scheduled departure of the retreatants: \_\_\_\_\_  
Latest possible time of departure: \_\_\_\_\_  
Name of the On-Site Coordinator: \_\_\_\_\_

**An introduction to the Retreat Center will be given within one hour of the arrival of all retreatants. This introduction may last up to 10 minutes. Please indicate the preferred time for this welcome to be given, and where you would like it to occur.**

Time: \_\_\_\_\_  
Place: \_\_\_\_\_

There is a desk in the lobby for retreatants to check in and receive their room numbers. It cannot accommodate name tags, welcome gifts, or other aspects of registration. Would you like an additional table set up in the lobby for these purposes? YES NO

Would you like luggage carts made available for check-in/out? YES NO

Will this be a silent retreat? YES NO

Will this be a full immersion retreat? YES NO

*\*If this is an immersion retreat (where retreatants must rely on team members for rounties ie. ACTS or Cursillo) reference the Clocks and Keys section in Conditions of Use.*

Will you be bringing in a retreat facilitator, speakers, or leaders? YES NO

*\*If you answered yes, be sure to include them on either the Overnight or Commuter Accommodation Request Form.*

Would you like drink service, consisting of coffee and water, available in your designated conference space? YES NO

Would you like to request the use of the fire pit? YES NO

If you circled yes, would you like camp chairs? YES NO

What would you like to use the fire pit for: \_\_\_\_\_

Conference Space Layout Requests: (Please mark your preference)

- Conference Style Seating (Straight rows of chairs arranged facing the designated area)
- Theater Style (Similar to conference style but curved rows of chairs)
- “U” Style Seating (Chairs arranged in a ‘U’ shape opening up to the designated area)
- Circular Style Seating (Chairs arranged in a circle)
- Classroom Style Seating (Table and chairs arranged facing the designated area)
- Banquet Style Seating (Round tables with chairs)
- Deacon Formation Layout
- Quilters’ Set-Up
- Other (please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you would like the arrangement facing a certain way or in a certain area of the conference room, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment Requests: (please check all that apply)

- |                                                                 |                                                          |
|-----------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> HDMI – HDMI connector (1)              | <input type="checkbox"/> Lavalier Microphone (1)         |
| <input type="checkbox"/> MAC – HDMI converter (1)               | <input type="checkbox"/> Handheld Microphone (1)         |
| <input type="checkbox"/> Google Chromecast (1)                  | <input type="checkbox"/> Raised Platform (1)             |
| <input type="checkbox"/> Speaker Set A (up to 2 speakers)       | <input type="checkbox"/> Tripod Stands                   |
| <input type="checkbox"/> Speaker Set B (up to 3 speakers)       | <input type="checkbox"/> Meditation Pillows              |
| <input type="checkbox"/> Extension Cords (10 – various lengths) | <input type="checkbox"/> Art Supplies                    |
| <input type="checkbox"/> CD Player                              | <input type="checkbox"/> Extra tables <i>(how many?)</i> |
| <input type="checkbox"/> Podium (2)                             | <input type="checkbox"/> 6’ Round _____                  |
| <input type="checkbox"/> Yoga Mats (5)                          | <input type="checkbox"/> 3’ Square _____                 |
| <input type="checkbox"/> Yoga Blankets (10)                     | <input type="checkbox"/> 8’ x 18” Rectangular _____      |
|                                                                 | <input type="checkbox"/> 6’ x 18” Rectangular _____      |

If you are providing your own computer and will be requesting hookup to a TV please indicate whether it is a **Microsoft or Apple** operating system: \_\_\_\_\_

## BEDROOM ACCOMMODATION REQUEST FORM

### Bedroom Assignments

Please assign each overnight retreatant to a room by **typing or clearly printing** their first and last names next to the room number you are assigning them, in accordance with your reservation. *Room numbers that are not part of your reservation cannot be utilized without permission from the Retreat Center.*

**Please answer the following questions.**

**These numbers will be verified and used for the final bill.**

How many retreatants do you have utilizing a standard room? \_\_\_\_\_

How many retreatants do you have utilizing a select room? \_\_\_\_\_

How many shared rooms are being used? \_\_\_\_\_

How many commuters will be attending the retreat? \_\_\_\_\_

If permission has been given via the Retreat Reservation email to utilize McAuley as a shared dorm room, circle how many retreatants will be utilizing it:

1                      2                      3                      4                      5

### IMPORTANT

The number of people attending your retreat cannot exceed the number listed in the Retreat Reservation email sent to the Primary Contact after the initial booking without approval from the Retreat Center.

### Hermitage Assignments

If permission has been given via the Retreat Reservation email to use one or both hermitages, please check the option that applies to actual usage:

- Carlow will be used
- Bellbrook will be used
- Bellbrook and Carlow will be used
- No hermitage will be used

Please list the names of the persons permitted to stay in the hermitage(s).

**Bellbrook** – (First Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_

**Carlow** – (First Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_

### Maximum Capacity Notes:

- For all guests to have their own room, the maximum capacity is 37.(includes #: 1-32,35,38-41)

- If bedrooms are shared but beds are not, the maximum capacity is 44.(includes additional 1 bed in #17 & 35, & 5 additional beds in #37).
- If there are people willing to share beds and bedrooms, the maximum capacity is 51. (includes sharing beds in #: 1, 29, 30, 31, 32, 39, 40).

**BEDROOM ACCOMMODATION REQUEST FORM (PLEASE TYPE OR PRINT CLEARLY)**

Room #	Bed Size	Room Type	Notes	Names	Dietary Notes
1	Double	Select - Full			
7	Twin	Select - Full			
28	Twin	Select - Full			
29	Double	Select - Full			
30	Double	Select - Full			
31	Double	Select - Full			
32	Queen	Select - Full			
41	Twin	Select - Full			
18	Twin	Select - Half			
40	Double	Select - Half			
2	Twin	Standard			
3	Twin	Standard			
4	Twin	Standard			
5	Twin	Standard			
6	Twin	Standard			
8	Twin	Standard			
9	Twin	Standard			
10	Twin	Standard			
11	Twin	Standard			
12	Twin	Standard			
13	Twin	Standard			
14	Twin	Standard			
15	Twin	Standard			
16	Twin	Standard			
17	(2) Twin XL or (1) King	Standard	Handicap Accessible	1. 2.	
19	Twin	Standard	Above Kitchen		
20	Twin	Standard	Above Kitchen		
21	Twin	Standard	Above Kitchen		
22	Twin	Standard	Above Kitchen		
23	Twin	Standard			
24	Twin	Standard			
25	Twin	Standard			
26	Twin	Standard			
27	Twin	Standard			
38	Twin	Standard	No sink		
39	Double	Standard	No Sink		
35	(2) Twin XL or (1) King	Standard	Handicap Accessible No Sink	1. 2.	
37	(1-5) Twin	Select - Full	Dorm Room Only	1. 2. 3. 4. 5.	
Bellbrook	Twin	Select - Full	Hermitage Cabin		
Carlow	Twin	Select - Full	Hermitage Cabin		

### COMMUTER ACCOMMODATION REQUEST FORM

All persons attending a multiple day retreat and who will be staying off campus are considered commuters. All commuters will be charged for all meals that have been scheduled to be provided by the Retreat Center each day. In the event a commuter will not be present for meals, they will still be charged for all days and all meals of the scheduled retreat.

- The only exception to this rule is for priests who are only hearing reconciliation and/or saying Mass during the retreat. If they will be present for any meals at the Retreat Center, the meals they will be present for must be indicated in the comments section on page 31; they will be charged accordingly.

FIRST NAME	LAST NAME

### MESSAGE REQUEST FORM

Would your group like massages?                      YES                      NO  
*\*A relaxation massage is the only type of massage offered.*

Notes:

- Massages are by appointment only and must be paid for at the time of service.
- Arriving beyond the indicated appointment time may result in a shortened session due to pending time constraints.
- The group leader will give the Retreat Center a 24 hour notice of any massage therapy service changes, cancellations, or additions. Guests who miss their assigned appointment, or who decide to cancel less than 24 hours prior to the start of their retreat, will be expected to pay full price for the unused session unless their time slot is filled by another person. Any unfilled and/or unpaid sessions will be billed to the group leader's account and no future reservations will be allowed until the account is settled in full.
- Groups who request full day appointment times or more than 6 hours a day, agree to a 1-hour meal break in between sessions.



- Other practitioners may be brought in as needed.
- Prices are subject to change.

**FOOD SERVICE ACCOMMODATION REQUEST FORM**

This information will require that you initial next to each statement indicating you understand these conditions for use regarding meals at the Retreat Center.

If you have requested for one or more meals to be provided by the Retreat Center, **please indicate the meal time(s) you have been assigned** via the Retreat Reservation Email so we can confirm you are aware when the meal(s) will be served.

<u>Initials</u>	<u>Days—Please Circle</u>						
_____ Continental Breakfast _8:00a_(time)	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Hot Breakfast ___8:00a____(time)	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Brunch _____10:30a____(time)	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Lunch _____12:00p____(time)	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Dinner _____5:30p____(time)	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>

\_\_\_\_\_ Arriving for meals more than five minutes beyond the indicated times may result in unsatisfactory integrity levels in the food being served.

\_\_\_\_\_ All overnight guests and commuters will be responsible for paying for each meal that has been scheduled to be served by the Retreat Center.

\_\_\_\_\_ All meals served by the Retreat Center must be served by a member of the staff directly to the person who will be consuming the meal. \*For retreats focused on service, fellow retreatants may carry trays for others, but cannot touch the plate of others or place food onto it.

\_\_\_\_\_ The Retreat Center determines what meals will be served.

\_\_\_\_\_ Retreat groups do not have access to appliances in the kitchen due to the Ohio Health Code.

\_\_\_\_\_ Any guests who have medical dietary concerns or special requests should consider bringing supplemental food items, if needed.\*

Would you like a copy of the planned menu?      YES      NO

**As retreat coordinator: Please inquire of any food allergies amongst the retreatants so that we can prepare meals safely for all guests and please provide information below.**

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\*A \$3.00/person/meal upcharge will apply to all vegan meals & will be billed to the retreat group.

## CHAPEL ACCOMMODATION REQUEST FORM

The Retreat Center has a chapel on-site that is available to retreatants.

Would your retreat group like to utilize this space?                      YES              NO

If you answered yes, please indicate what you would like to use the space for:

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What days and times will you be requesting use of the chapel? *Include time for set-up and clean-up.* This information is needed in case there are two groups in the house who wish to utilize the chapel.

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*\*If these times are unavailable, a member of the staff will be in contact to provide additional options.*

If your group is Catholic, please answer the following:

Will you be needing hosts and wine provided?                      YES              NO

What is the name of your sacristan? \_\_\_\_\_

Notes:

- **A letter of good standing must be submitted along with this form to the Retreat Center for any priests who will be performing Catholic Mass and will be coming in from outside the Diocese of Toledo.**
- The sacristan must touch base with a member of staff upon arrival to the Retreat Center to receive instructions about how to properly care for vessels and linens and to have an appropriate number of hosts pulled.
- The chapel can accommodate a maximum of 75 people.

For further information about the Retreat Center Chapel, please reference the Conditions of Use.



## OUR LADY OF THE PINES RETREAT CENTER

A SPONSORED MINISTRY OF THE SISTERS OF MERCY OF THE AMERICAS



“YOU’RE MY PLACE OF QUIET RETREAT; I WAIT FOR YOUR WORD TO RENEW ME.”  
(PSALMS 119:114)

1250 TIFFIN STREET | FREMONT, OH | 43420

PH: 419-332-6522 | FAX: 419-333-0238

[WWW.PINESRETREAT.ORG](http://WWW.PINESRETREAT.ORG)