



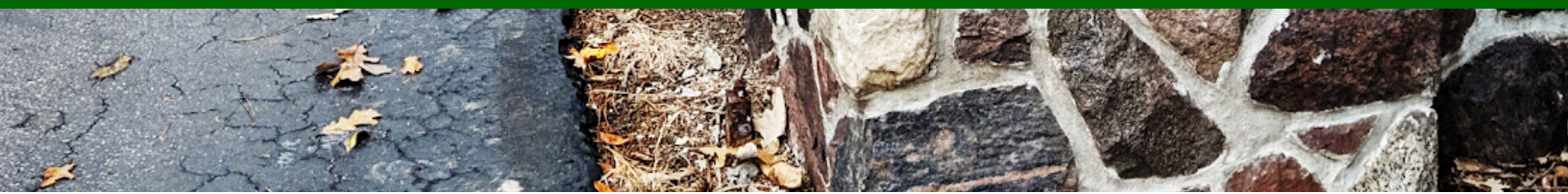
OUR LADY OF THE PINES RETREAT CENTER

# Hosted Retreat Packet

1250 Tiffin Street | Fremont, OH | 43420

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

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



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 Ministry of the Sisters of Mercy of the Americas*  
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## **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.

# Booking Policies

## I. Confirm Your Reservation

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 \$2,800 per night fee assessed to your retreat account. This amount does not include any meal costs.

## II. 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.

### Deposit Information

For <u>overnight</u> retreats of		<u>One night</u>	<u>Two Nights</u>
10-20 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

## III. 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, you will be charged for 10 people, *unless* another group has reserved space at the same time.

## IV. 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.

## V. Changes to the Reservation

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

## VI. Accommodation Request Forms (ARF)

- The Accommodation Request Forms (found on pages 13-18) 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. They are to be filled out and returned no later than 14 days before the start of your retreat.**
  - You will be invoiced according to the information provided on your ARF and payment will be due prior to or upon arrival at the retreat center, unless other arrangements have been made. Final payment must be in the form of one method of payment
- 

## 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 any retreat who are staying off campus are considered “Commuters” and will be included in all meal counts.
- No refund will be given for meals that are prepared by our kitchen but not consumed by guests.
- 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 industrial 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 off the large dining room in the Retreat Center. We have soap and cleaning utensils available in the snack galley for your dishes.
  - There is a refrigerator, microwave, and toaster in the main snack galley on the first floor, also a mini refrigerator, microwave, and Keurig on the 2nd floor.
  - **There is no freezer available for guest use.**
  - 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, please make sure they are biodegradable, recyclable, and/or reusable.
- 

## CONDITIONS FOR USE— NOTICE

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

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).

*By following these guidelines, you allow us to offer the highest level of hospitality.*

## **Conditions For Use**

### **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 restrooms available.

### **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 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 dogs. If a guest will be accompanied by a service dog, permission must be granted by the Executive Director in advance of the stay.

### **Attire**

All persons in the Retreat Center must wear tops, bottoms, and shoes when in a common area.

### **Bed Tax**

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.

### **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**

- 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.
- 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 place used towels, bed sheets, and pillowcases in the designated bins by the elevator. Please leave the comforter and sham 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 available for bedrooms upon request. If your retreat is participating in a full immersion retreat, you may request that the clock(s) be removed 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 Reading Room.

### Elevator

All floors are accessible by elevator.

### Emergency Contacts

The retreat center will collect contact information from each guest, as well as emergency contact information. It is suggested that retreat leaders gather this information from their attendees in advance, and return to the retreat center with the ARF. This form will be sent to you by the retreat center when you create your reservation; please include it with any paperwork you provide during your registration process. If this information is not gathered prior to arrival, time will be taken during the welcome for retreatants to complete the form. If a retreatant needs to be reached by a family member during his/her stay, the retreat center phone number should be used 419-332-6522 ext 107 or 419-332-6522 ext 101 (during the hours 10p-6a).

### Fire

In the event of a fire, an alarm will sound throughout the building and emergency lights will flash. 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.

## 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.
- 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.
- The hermitage cabins may be reserved by groups staying in the retreat house, if extra space is needed. If one or both cabins are reserved by a group, but are not used, there will be a non-refundable cancellation fee of \$30/night per hermitage added to the group's final bill.

## 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

The Retreat Center provides bed and bath linens for guest use. There is an extra pillow and blanket in each room. If you need more blankets or pillows, extra towels or sheets, toilet paper, paper towels, or soap, please let the staff person on duty know. Used linens should be placed in the designated bins by the elevator at the end of your stay. Please leave the comforter and sham on the chair in the bedrooms.

## HVAC

Our building is fully equipped with heat and air conditioning.

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

## Laundry Services

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



## 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

Guests are welcome to attend Catholic Mass at St. Bernardine Home at 11:00 a.m. on Sundays, and Tuesdays through Fridays. There may be times when Mass attendance is restricted due to health concerns at the retirement home; it is best to call St. Bernardine Home (419-332-8208) ahead of time to check.

## 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.
- The group leader will give OLPRC 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.
- 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, then let a staff member know.
- 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.

## 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. 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.
- 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.

**PA System**

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

**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.

**Rate Listing**

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. Current & projected rates can be found at [www.pinesretreat.org/main-house](http://www.pinesretreat.org/main-house)

**Smoking/Vaping**

Smoking/Vaping is not allowed in the Retreat Center. There is one designated smoking area outside off the southwest corner of the building. Smoking inside the building will automatically incur an extra \$200.00 cleaning fee, assessed to the group.

**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 steps away to assist another guest, notice will be posted on the front desk.

**WIFI (Wireless Internet)**

The Retreat Center does have wireless capability (WIFI) available to guests.

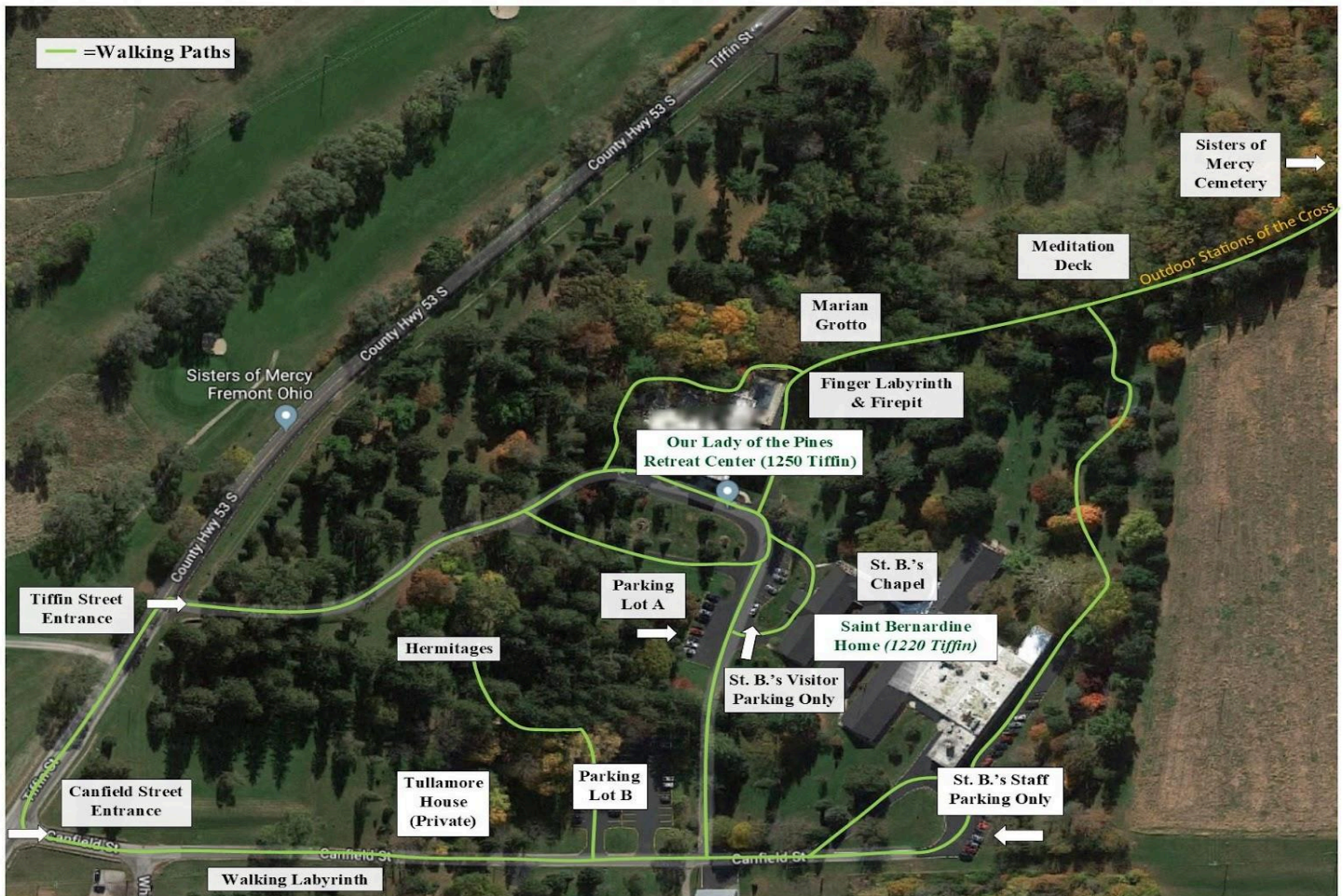
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***Please note our maximum capacity for overnight guests:***

- *If you are planning for each guest to have his/her own bedroom, the maximum number is 36.*
- *If guests share bedrooms, but not beds, the maximum number is 47.*
- *If guests will share beds (i.e. two people in a full bed), the maximum number is 53.*
- *If both hermitages are available and are reserved for your group, you may add two more guests to the above numbers.*

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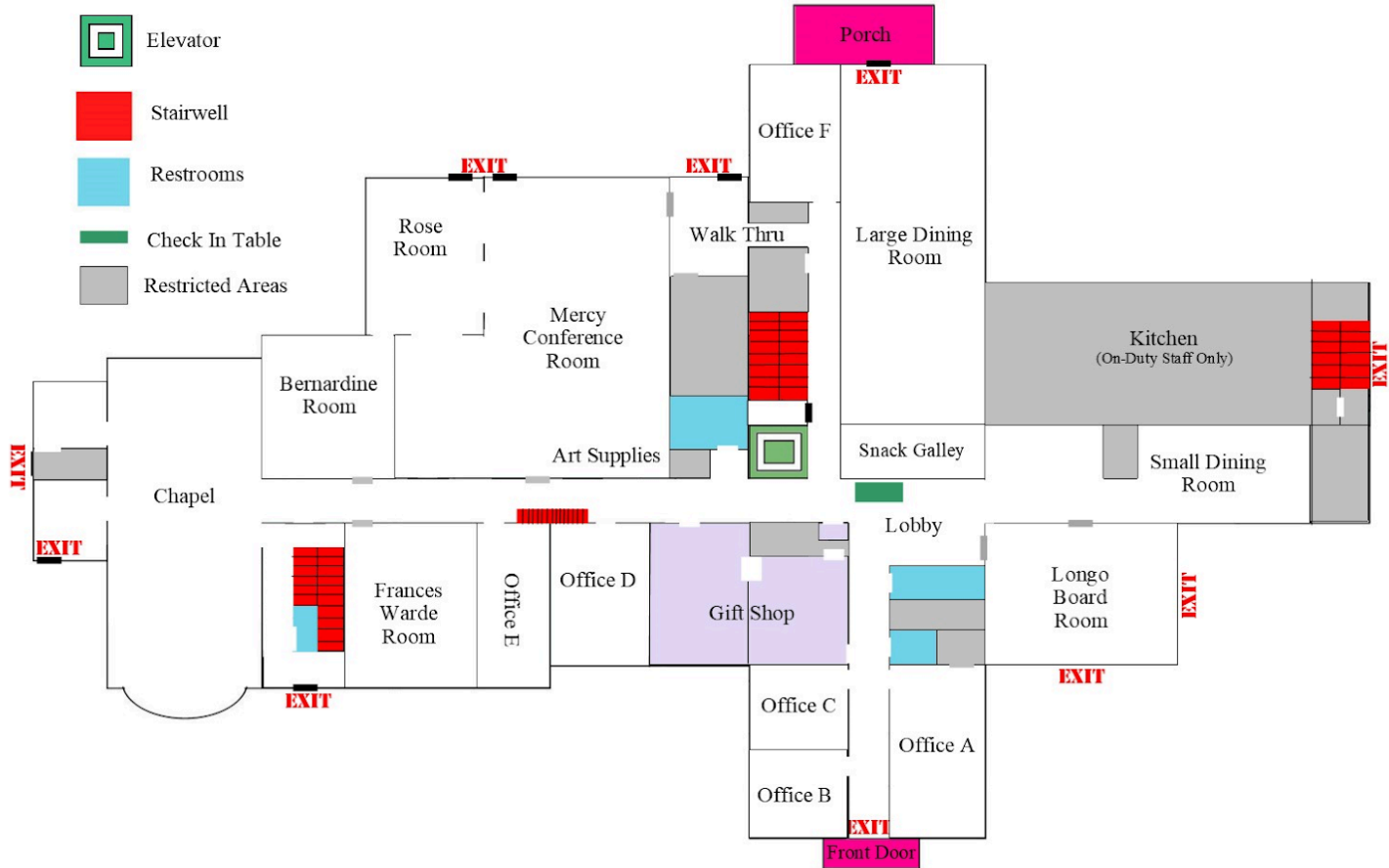
## GROUNDS MAP



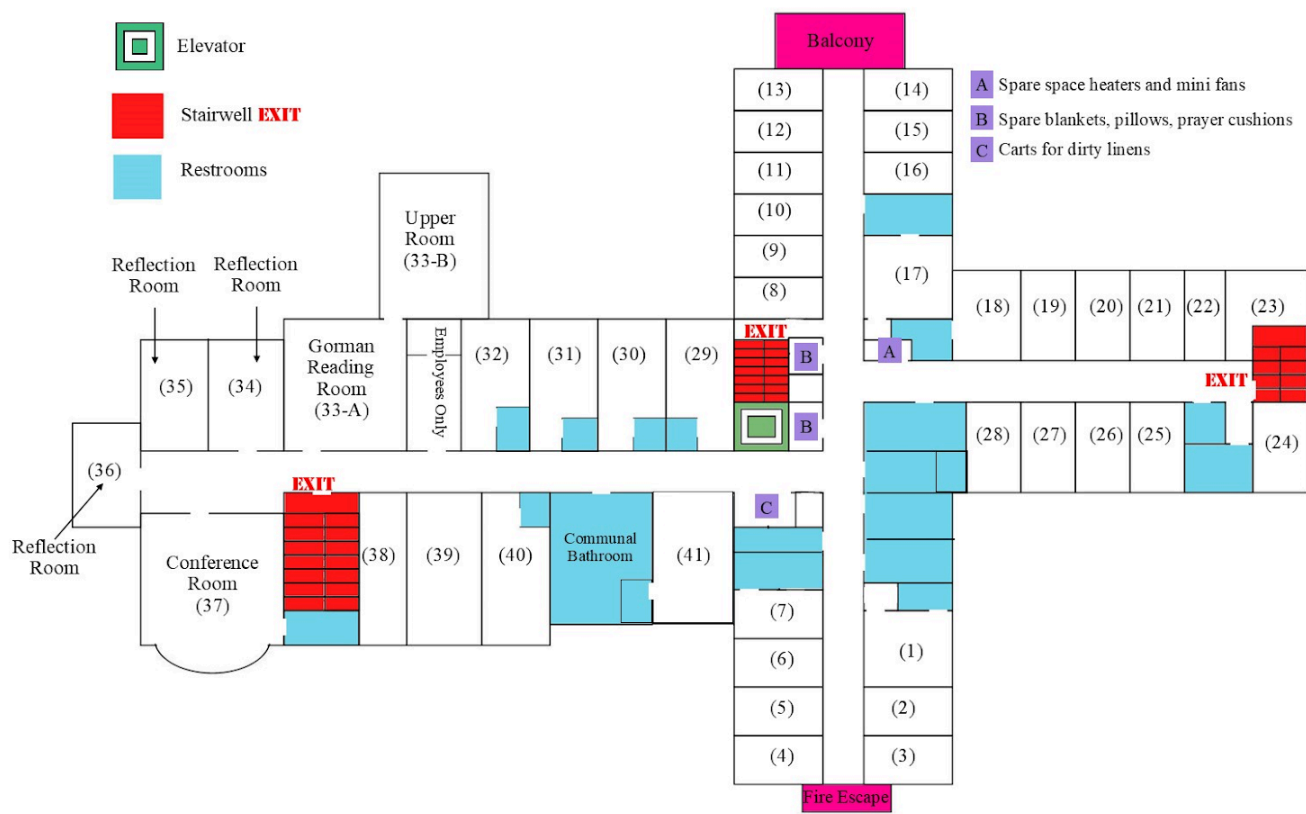
## OUTDOOR AMENITIES

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

# FIRST FLOOR MAP

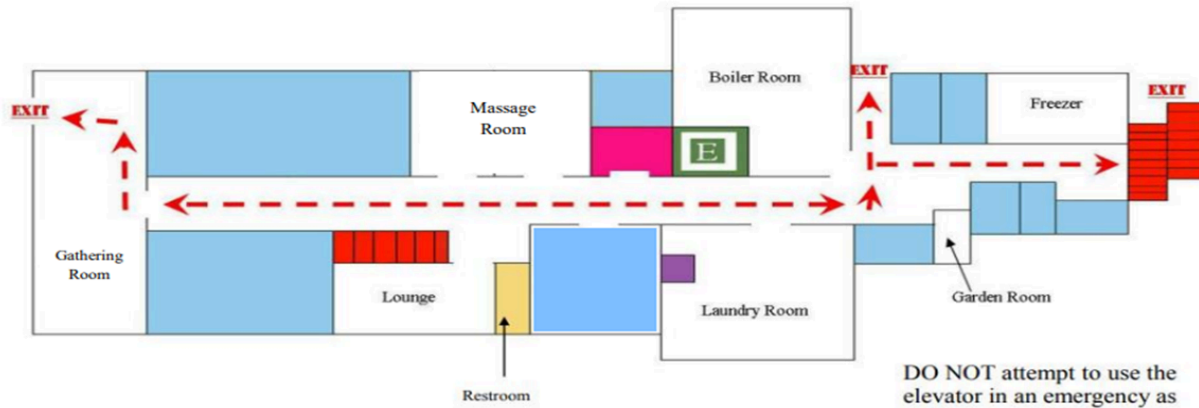


# SECOND FLOOR MAP



# 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

## Accommodation Request Form (Sample)

**Accommodation Request Form (ARF) will be emailed to you 90 days prior to your retreat and 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: \_\_\_\_\_

Retreatants will check in and receive their room key at the front desk in the lobby. 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

*Due to the Sisters of Mercy's critical concern for the earth, we ask that the only item burned in our gas fire pit is propane; please do not burn other substances. We also ask that the fire pit not be used during times of high winds out of an abundance of precaution.*

## Conference Space

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)
- 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

Equipment Requests: (Please check all that apply)

- HDMI – HDMI connector (1)
- MAC – HDMI converter (1)
- Google Chromecast (1)
- Speaker Set A (up to 2 speakers)
- Speaker Set B (up to 3 speakers)
- Small Bluetooth Speaker
- Extension Cords (10 – various lengths)
- CD Player
- Podium (2)
- Yoga Mats (5)
- Yoga Blankets (10)
- Lavalier Microphone (1)
- Handheld Microphone (1)
- Portable whiteboard
- Portable Smart TV (2)
- Raised Platform (1)
- Tripod Stands
- Meditation Pillows
- Art Supplies
- Extra tables (how many?)
  - o 6' Round \_\_\_\_\_
  - o 3' Square \_\_\_\_\_
  - o 8' x 18" Rectangular \_\_\_\_\_
  - o 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 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. **Rooms assigned to your group will be highlighted in yellow.**

Room numbers that are not part of your reservation cannot be utilized without permission from OLPRC.

Room #	Bed Size	Room Type	Notes	Names	Dietary Notes
1	Full	Select - Full			
7	Twin	Select - Full			
28	Twin	Select - Full	CPAP Compatible		
29	Full	Select - Full	CPAP Compatible		
30	Full	Select - Full	CPAP Compatible		
31	Queen	Select - Full			
32	Twin XL x 2 (2 beds)	Select - Full	CPAP Compatible	1. 2.	
41	Twin	Select - Full			
18	Twin	Select - Half	CPAP Compatible		
40	1 Full & 1 Twin (2 beds)	Select - Half	CPAP Compatible	1. 2.	
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	Twin XL x 2 & 1 Full (3 beds)	Standard	CPAP Compatible	1. 2. 3.	
19	Twin	Standard	<i>Above Kitchen</i>		
20	Twin	Standard	<i>Above Kitchen</i>		
21	Twin	Standard	<i>Above Kitchen</i>		
22	Twin	Standard	<i>Above Kitchen</i>		
23	Twin	Standard	CPAP Compatible		
24	Twin	Standard			
25	Twin	Standard			
26	Twin	Standard			
27	Twin	Standard			
38	Twin XL x 2 (2 beds)	Standard	No sink	1. 2.	
39	Twin XL x 2 (2 beds)	Standard	No Sink	1. 2.	
37	(1-5) Twin	Dorm Room		1. 2. 3. 4. 5.	
Carlow	Twin	Hermitage*			
Bellbrook	Twin	Hermitage*			

**\*For Hermitages ONLY: check-in is at 3:00PM (day of arrival) & are to be vacated by 1:00PM (day of departure)**



## Commuters

All persons attending a 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.
- (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 meals, please indicate below.)

Please list all known commuters below:

FIRST NAME	LAST NAME

***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.***

## Massage Request

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.

- Messages 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.
- A relaxation massage is the only type of massage offered.

Would your group like massages?\*

YES

NO

***\*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.***

## Food Service

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, your assigned meal time(s) are listed below. **The meal times cannot be changed without approval.**

<b>Please Initial:</b>	<u>Time</u>	<u>Days—Please Circle</u>						
_____ Continental Breakfast:	<b>8:00am</b>	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Hot Breakfast:	<b>8:00am</b>	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Brunch:	<b>10:30am</b>	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Lunch	<b>12:00pm</b>	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
_____ Dinner	<b>5:30pm</b>	<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.

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

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

\_\_\_\_\_ The dining room will be closed after each meal to give our staff time to clean thoroughly.

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

\_\_\_\_\_ A \$3.00/person/meal upcharge will apply to all vegan meals and all gluten-free meals & will be billed to the retreat group.

**LEADER: What food allergies (if any) does your group have?**

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## Chapel

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? \_\_\_\_\_

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

- **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.

## Schedule Of Events

Please provide us with a schedule of events so that our team may be readily available to assist you.

## Questions, Comments, Additional Information

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