

Fees, Guidelines and Services for Holy Spirit Youth/Renewal Center

Fees:

- 1. An advance deposit of \$500.00 is requested per event. The cancellation of the event prior to 1 months of scheduled event will incur in the loss of the deposit. Deposits must be made at least 3 months prior to requested date.**
- 2. Building base fee is \$250.00 per weekend event. A weekend is defined as from Thursday 11am to Sunday 1:00pm. If additional days are needed after Sunday, it will require an additional \$100.00 plus a charge per person per night. The use of building includes: All areas within the retreat structure (minus utility, mechanical, and office areas), the use of the adjacent "Stations of the Cross", Parish Hall and Chapel and/or Church. One day events will have a base fee of \$500.00.**
- 3. We provide tables and chairs and you may do your own set-up, making sure all items are returned to the original places.**
- 4. You agree to not remove any of the lodging and bedding furnishings in the center. An inventory of furniture and bedding will be accomplished on Monday after a retreat and missing items will be deducted from the deposit.**
- 5. Retreat fee is \$5500.00 for a 3 night stay, and \$30.00 per person/per night for a one or two night stay. At least 2 persons per room on couple's retreats; any other retreats should use all the beds in the room and only the number of rooms needed will be opened. Maximum occupancy of the Renewal Center is 72 persons. Minimum overnight occupancy is 48 persons.**
- 6. There are seventy-two beds available. (A list of all occupants must be supplied to the Renewal Center to verify count.)**
- 7. 80% of anticipated occupancy costs need to be paid two weeks before scheduled retreat.**
- 8. A physical inspection of the buildings and grounds will be performed at the start of your event and the Monday following to insure guidelines have been met.**

HOLY SPIRIT RENEWAL CENTER

GUIDELINES:

1. Please park in designated areas. Please refrain from parking on the grass; this includes parking for unloading/loading. Parking is at owner's risk, the renewal center is not responsible for theft, damage or vandalism to vehicles. Vehicles will be towed at owner's expense in order to maintain safety and security.
2. As per McAllen City fire code, candles and incense is not permitted in the Renewal center.
3. Bar-B-Que pit is available by Holy Spirit Parish Hall and may be used. Pit must be left in clean condition.
4. Please refrain from posting or tacking of any kind on walls, ceilings, or doors.
5. All trash should be taken out to proper trash dumpsters
6. The use of feathers or confetti is not allowed inside or outside the building. Additional costs will be incurred if Renewal Center personnel have to clean up after an event.
7. Please do not tamper with the building temperature control thermostats.
8. Use of Church and other facilities should be coordinated with Church Staff. (Worship, Liturgy, Reconciliation, candlelight).
9. There is a smoking area designated on the south side of the building.
10. The Parish Hall/Kitchen is available for breakfast, lunch and dinner. No cooking and serving of hot meals/ foods are allowed in Renewal Center. Snacks, dry foods and drinks are permitted.
11. At the end of the retreat place sheets and pillow cases outside of room.

Services:

1. The building fee includes the use of all tables and chairs that are in the renewal center.
2. The renewal center provides the following items:
 - a. Pillows and sheets for beds
 - b. Toilet tissue and trash bags
 - c. Bucket, mop and broomAny other items not included above are responsibility of the group in charge of the retreat
3. If a Mass celebration is held in the church or chapel, Holy Spirit Parish will provide the following items:
 - a. Hosts
 - b. Wine
 - c. Purifiers
 - d. Chalice and paten

e. Chasubles

- 4. If Mass is celebrated in the retreat center then all supplies are the responsibility of renting organization.**

Group Responsibilities

- 1. Make proper use of the building.**
- 2. Follow the guidelines.**
- 3. Supply a list of all attending retreat**
- 4. Take trash out of the rooms, restrooms, common areas to the dumpster.**
- 5. Strip beds and put sheets in hallway.**
- 6. Turn of all lights and power when exiting retreat.**
- 7. Leader/director will adhere to the Building Use Agreement.**

I hereby acknowledge having read, understood and that I will comply with above "Fees and Guidelines".

Reservation Dates: _____

Authorized person
(please print) _____

Organization _____

Address _____

Phone _____

e-mail _____

Authorized signature: _____