



Please be sure to review these rules and policies with your group prior to your stay.

All House rules can be summed up on one word - RESPECT

Mutual respect is the premise on which we base all of our rules for the House. We ask everyone to show respect to self, each other, and the Retreat House and its staff. The following details what constitutes respectful behavior at the House:

Rules Written in Stone!

(Violators of these rules will be asked to leave the Retreat House immediately!)

Drugs, Alcohol, and Smoking: The possession and/or use of illegal drugs, alcohol, or tobacco products (including vape pens) are neither permitted nor tolerated at the Retreat House. If there is reasonable cause, we reserve the right to inspect a dorm room, its contents, and any other areas under the control of the Retreat House for these substances.

Designated Sleeping Areas: The dormitory has designated sleeping areas for males and females. An unchaperoned retreatant is under no circumstances allowed in an area designated for member of the opposite sex. Please sleep in the assigned room and leave all furniture, mattresses, etc. in your room at all times.

Crossing York Road: It is extraordinarily dangerous to attempt crossing the street at our location. A tunnel is provided for gaining access to the fields west of York Rd. This tunnel must be used to “cross” under York Road. Markers are available for the tunnel in the office area. Please do not use markers Retreat House for the tunnel.

Trespassing: Because the Retreat House is located in the midst of private homes, trespassing on neighboring property is strictly prohibited. Everyone must stay within the perimeter fence in the rear of the Retreat House, and if you go through the tunnel to cross York Road, go no further than the fields. There are signs there which indicate the “retreat house boundary.”

General House Policies

Rough Housing: Please be sure that there is no rough housing, athletic activity, or ball playing inside the retreat house. Playing soccer or any other game involving balls, must be taken outdoors. Please do not play out front where windows might get broken and or near cars in the parking lot. The one exception to this is use of Nerf balls we provide for use in St. Joseph Hall. Your group will be responsible for any damage, defacement, or abuse of the Retreat House furnishing and property.

Chapel: In showing respect to the sacredness of the space. No food, drinks, or gum is allowed in the Chapel. To further the respect and reverence of this space, we ask that hats are removed and be certain to wear shoes while in the Chapel. **Do not leave candles unattended and please make sure if a candle is being used, that it has a plate or candleholder underneath at all times.** The default setting for the chapel is the setting found for arrival - set for liturgy with the chairs facing the window. *If things are moved around, please return things to this setting before you leave.*

Dining Room: Please make sure shoes are worn in the dining room and do not wear hats. We will ask for a volunteer for grace at each meal. Meal times are at 8:15 am - breakfast, 12:15 pm – lunch, and 5 pm dinner. **Please be prompt** to enable the food to be served hot.

Fire Alarm: The fire alarm system is here for your protection. The smoke detector in each room will blink. They have been designed to blink constantly to inform us that they are working properly. Do not tamper with the smoke alarms. In the event of a fire, please evacuate the building by the nearest exit and meet on the basketball court (which is always lit) so that an accurate count of retreatants and adults can be made. So that everyone can be accounted for in the event of an emergency, do not switch rooms without making arrangements with the adult in charge of the retreat.

Areas Marked Private/Staff Only: Please stay out of any area marked private or staff only. Those areas are offices or storage space and we ask that retreatants stay out of them.

Free Time: The Retreat House requires the presence of an Adult Moderator during free time, especially when the retreatants are outside using the grounds or are in the dorm. In the back of the House basketball courts, the volleyball sand pit (weather permitting), and playing fields are there for your use. The pool area is fenced and off limits, unless your group has arranged for its use. The fields on the far side of the tunnel may also be utilized, and signs indicate our property boundary. **All outside buildings and equipment are off limits to all persons.**

Food in the Retreat House: Please keep all snack foods in the Dining Room and whatever meeting room you might designate as your group's snack room. **No food is allowed in the dorms at any time.** Cups and ice as well as containers of iced tea, fruit drinks, and lemonade are available during breaks and free time in the Dining Room.

Well System: The House is on a well system, which sometimes can cause minor problems with the plumbing, though these are very infrequent. In the event a toilet, sink, or shower will not stop running please notify one of Retreat House staff or one of the retreat's adult leaders. Nothing was done wrong and no one will be in trouble, but we need to attend to plumbing problems quickly so adequate water pressure can be maintained.

Electronic Equipment: All electronic equipment belonging to the Retreat House (DVD, VCR/DVD player, stereo systems, projectors, etc.) is not to be used without permission from the staff. Each group should identify who will be allowed to operate this equipment. The House has a laptop computer for the groups use for presentations, checking adult leader e-mail, or printing. The Group Service Coordinator or Director can give an orientation on how to properly operate the equipment. Also, please do not use electronic equipment that might distract you from the retreat experience (iPods, cell phones, etc.).

For Your Information

Refrigerator: A refrigerator is available in the corner of Dining Room for your use.

Sports Equipment: A limited supply of sporting equipment is available behind the Administrative Offices door in the lobby. If you take something out, please return it when finished.

Internet: The internet network key is in the bin you receive upon arrival.

Security: All outside doors should be locked each evening and reopened after breakfast. Retreatants should not go outside of the Retreat House in the morning until after breakfast.

Curfew: It is the policy of the House that all retreatants (retreatants, peer ministers and adult chaperones) must be in the dormitory area with lights out no later than midnight. Your group may decide to finish earlier, but no group may stay up later than midnight. Because sleep is an important part of retreat, we ask that there be silence in the dorms after lights out.

Energy Use: As one might imagine, our electrical and heating costs are a significant part of our expenses. In the St. Joe's and Cardinal Shehan rooms, please turn out all the lights each time the room is not in use. Please also do not adjust room thermostats. Ask the Facilities Manager or Director for help with this if the room is too warm or too cold. Your help in this would be greatly appreciated.

Recycling

There are blue trash cans for recycling. Glass, plastic, and aluminum containers, paper, and cardboard can be placed in these containers. The plastic cups from the Dining Room are not recyclable – please place those in the trash.

Reconciliation, Mass & Departure Times: Please adhere to the times scheduled for Reconciliation, Mass, and departure. Plan to allow your group to have adequate time to attend Reconciliation and the celebration of the Eucharist in a very calm and relaxed manner. These times are often some of the most meaningful times the retreatants will have while they are here. Our desire is to assure that this time can be maximized – your planning this time wisely will achieve this.

Dorm Issues

Quiet Area: The dorms are a quiet area at all times.

Food and Drinks: *At no time is any food or drink allowed in the dorms!*

Showers: Please do not take showers in the morning before 7:00 AM. Also, please make sure the bathroom doors stay open at all times during warmer weather. This allows for ventilation and for people to see better in the middle of the night if they need to use the bathrooms. In cold weather it is best to keep the doors closed.

Axe Spray and Other Body Sprays: Axe Spray and other sprays can set off the smoke detectors. Please use it sparingly when spraying in the dorm room, or spray in the bathrooms.

Departure

We are blessed to have a very full schedule, so it is common that we have only a few hours between the departure of one group and the arrival of the next one. Our Housekeepers work diligently to assure that everyone finds the facility clean and ready for their use. Please help us keep the appearance of the House clean by following the procedures below:

- 1) All items are to be packed up and removed from the dorms area BEFORE breakfast (8:15 am). Items can be stored in the main lobby or one of the meeting rooms until you leave.
- 2) Pick up trash in the rooms and place all room trash cans in the hallway. They do not need to be emptied.
- 3) Check that all items that belong to the Retreat House are returned to their proper storage areas. Please also be sure to consult the "Checkout Checklist" provided upon arrival to ensure each item is addressed. Your help is very much appreciated in leaving the House in a similar way to how you found it.