



General Policies for special events and receptions

Loomis, California

A ministry of The Oblates of St. Joseph

Mareello Youth Retreat Center is a beautiful facility located in the hilly terrain of Loomis, California. It is a serene environment, conducive to retreat and reflection. On occasion, if scheduling allows and dates are available, the retreat center may be made available for events and receptions. We require all groups to adhere to the general policies of Mareello Youth Retreat Center. This will ensure the proper care and respect for our facility. (Please initial each item.)

1. **Preview visit:** The designated contact person and any individuals who will be primarily responsible for the facility must schedule a visit to Mareello Youth Retreat Center to discuss the policies and procedures. A walk-through will occur to ensure that questions are answered and expectations are understood. This preview visit must occur at least one month prior to the scheduled event/reception. _____
2. **A cleaning and security deposit is required to confirm and reserve your date.** Your date is not confirmed until the deposit is received. The deposit is applied to the invoice total if there are no damages, and the facility is returned to the condition it was upon check in.
3. **Cancellation:** If event is cancelled less than three (3) months prior to reserved date, 50% of deposit is non-refundable.
4. **Check in:** The contact person must be present for a mutually agreeable check-in. A check-in process with the Manager or designee is required. Keys and any necessary instructions for machinery, use of partitions, and any needed cleaning instructions/expectations, etc. will be given to the contact person at this time. _____
5. **All guests are expected to exercise Christian conduct,** respecting themselves and each other, at all times. Violations of policies may result in group being asked to leave. _____
6. **Noise levels and curfew:** Groups should monitor noise levels at all times. Further, out of courtesy and respect for our rural neighbors, Mareello Youth Retreat Center upholds a noise curfew of 11:00 p.m. If music/bands are a part of your event, entertainment must conclude at 11:00 p.m. _____
7. **Use of the Kitchen:** Guests who require access and use of the kitchen (**even if hiring a caterer**) are asked to supply their own kitchen towels & dish cloths. Cleaning instructions will be provided upon your arrival and group agrees to clean kitchen before departure. At departure, groups must take all leftover food, and clean the kitchen per instructions. _____
8. **Clean Up:** Please collect and remove all trash, taking liners from each receptacle and replacing with a new (both indoor and outdoor trash containers). Mareello Youth Retreat Center provides garbage bag liners. Deposit bags in the dumpster located inside the cinder block enclosure. (However, the retreat center takes care of black recycle containers.) Flatten all boxes. Pick up all papers, cans etc. left on grounds and interiors. Guests are asked to stack all tables and chairs according to instructions on chair racks. Rooms should be tidied and returned to the original state of order and cleanliness. (Note re: dining room, please leave 5 tables up with 8 chairs for each table.) _____
9. **Check out and Departure:** The group's contact person will do a walk-through of the facility with the manager, or designee. Departure times are strictly observed or additional charges for will be applied as appropriate. _____
10. **Fire Alarms:** Setting off a false alarm will result in \$500.00 charged to group. Fire alarms and extinguishers are in place for the protection of our guests. _____

11. **Safety:** All necessary measures are taken to ensure the safety and protection of guests. _____
- A **security officer must be hired** and is the responsibility of the group. Proof of security must be provided one week prior to your event. _____
 - Marelo Youth Retreat Center strictly enforces laws regarding tobacco, alcohol and firearms. _____
 - Marelo Youth Retreat Center is a **non-smoking facility**. There is extreme fire danger in the vicinity due to dry grasses and brush. _____
 - If alcoholic beverages will be served, **group must secure appropriate permit from the ABC and county sheriff**. _____
12. **Animals:** Except for seeing-eye dogs, no animals are permitted inside the facility at any time, for any function. _____
13. **Certificate of Insurance:** Independent groups and/or organizations not affiliated with a Diocese of the Roman Catholic Church must provide, no less than fourteen (14) days prior to your scheduled event, a valid Certificate of Insurance issued by a reputable insurance carrier and evidencing comprehensive general liability coverage specifically applicable to the event to take place at the Marelo Youth Retreat Center. Such comprehensive general liability coverage must have a \$1 million aggregate policy limit and shall include an endorsement naming “The Oblates of St. Joseph, Inc., a California non-profit corporation” and “The Roman Catholic Bishop of Sacramento, a corporation sole” as named insureds. For more information regarding how to secure such a Certificate of Insurance, please contact your insurance broker directly. Failure to provide this document as specified will result in cancellation of any agreement for use of the Marelo Youth Retreat Center. _____
14. **Parking:** Parking spaces are limited to those at the retreat center, and the upper parking lot in front of the seminary. No parking is allowed on the sides or back of the seminary. Group must provide a plan for assisting guest parking for their event.
15. **Rentals:** A limited number of chairs are available for use and 35 8-foot tables. Any other items must be rented and are the sole responsibility of the group including linens, additional tables, and chairs, china, flatware, glassware, sound-system, dance floor, etc. _____
16. **Additional 3rd party services are the sole responsibility of the group** (e.g., photography, musicians/DJ, caterer, servers, clean up and cleaning staff, security) and it is understood that all 3rd party individuals/services adhere to the terms of this policy document. _____
17. Care for the grounds and property:
The group will,
- **Monitor all outside activities, especially around the fountain area.** No one is to place his/her hand(s) or foot/feet, etc., into the water. No standing, walking or running along the edge of the fountain. Sitting on the edge of the fountain is allowed. _____
 - **Accept responsibility to pay for any damage(s) to the building(s), furniture, equipment and property. Any damage done to the premises will be charged accordingly. Labor @ \$75/hr, plus materials will be charged to group.** _____
 - **Use no pins, tacks or nails, or any other kind of item which will put a hole into the wall of the facility.** Painter’s tape is the only tape permitted for use. The participating group shall remove all tape and any other items that are attached to the walls, windows, etc. before departing. _____
 - **Boundaries.** Permit no one beyond the property line on the north, west or south—bordered by a fence. The water culvert running from east to west through the lower part of the youth center property is off limits. No one is permitted beyond the drive leading past the Stations of the Cross. The Oblate Seminary on top of the hill is a private residence. Please do not enter the upper parking lot, or any part of the seminary grounds. _____

Fees paid to Marelo Youth Retreat Center:

- \$500 Security Deposit (*Applied to total final invoice unless there are damages or required cleaning and repair. Half of the deposit is NON-REFUNDABLE in the event of a cancellation less than 3 months from the scheduled date.*)
- \$1,500 Full day rental from 9 a.m. to midnight.

If necessary:

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| \$500 | Fire false alarm |
| \$75/hour | Labor in the event of damages or repair needs |

Other charges paid to outside parties:

- \$ Your insurance coverage paid to your insurance provider
- \$ Alcohol permit fees
- \$ Security guard
- \$ Rentals (See #14)
- \$ Musician/DJ
- \$ Caterer
- \$ Photographer
- \$ Any additional 3rd party services

The person signing as “responsible party” is responsible to inform all retreat participants of Marelo Youth Retreat Center’s foregoing General Policies and thereby obligates the participants to abide by these policies.

Signature of Responsible Party

Please Print Name

Date