

# Application for Use

*A Spiritual Haven for*

Loomis, California  
A ministry of The Oblates of St. Joseph

Marello  
Youth  
Retreat  
Center



*Please submit your application, signed policies document and deposit as soon as possible.  
Marello Youth Retreat Center often books dates six months to one year in advance.*

Application Date \_\_\_\_\_

Group Name \_\_\_\_\_ Type of Retreat/program \_\_\_\_\_

Parish or School Affiliation \_\_\_\_\_ Diocese \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Marello Youth Retreat Center requires a 1/10 ratio of chaperones to students for day or overnight use.**

Number in Group: (Final guarantee must be provided 5 days prior to your retreat. Invoice will reflect guarantee.)

Students \_\_\_\_\_ Chaperones (1/10 ratio) \_\_\_\_\_ Total \_\_\_\_\_

Age and/or grade(s) of students \_\_\_\_\_

**Are you planning a:**

- single day retreat
- two-day with one overnight
- three-day with two overnights

**Preferred dates requested:**

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

(For weekend retreats: Departure time on Sunday is 2:00 pm)

A non-refundable deposit per booking, completed application and signed general policy document secures selected dates. Please mail to **Marello Youth Retreat Center, PO Box 547, Loomis, CA 95650**. Dates are reserved upon receipt of these items, therefore, prompt mailing is encouraged.

**Additional fee-based services and rentals.** Please note, for non-Oblate directed retreats, a \$50 fee is applied for each liturgical and/or sacramental service, which require your request up to 2 months in advance to coordinate availability with priests. Thank you. (check all that apply)

Do you require?

- A retreat director
- Topic-specific presentations, talk(s), or discussions (please specify subject-matter) \_\_\_\_\_
- Priest available for Sacrament of Reconciliation
- Adoration of the Blessed Sacrament
- Access and use of **kitchen** facilities to prepare group meals
- Meal options** arranged by Marello Youth Retreat Center
- Use of **microphones/sound**
- White board
- Session facilitators
- Celebration of Mass
- Audio/Visual
- Other \_\_\_\_\_

*Thank you for your interest in the Marello Youth Retreat Center!*

# A Spiritual Haven for Youth

Loomis, California  
A ministry of The Oblates of St. Joseph

Marello  
Youth  
Retreat  
Center



## General Policies

*Marello 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. Accordingly, to preserve our mission and to appropriately respond to the objectives of our guests, we require all groups to adhere to the general policies of Marello Youth Retreat Center. This will ensure a peaceful and purposeful gathering, as well as the proper care and respect for our facility. We hope you enjoy your visit and that Marello Youth Retreat Center remains in your memory fondly as a location to which you will return. (Please initial each item.)*

1. **Check in:** The groups' 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. \_\_\_\_\_
2. **Electronics:** Cell phones, pagers, electronic games, computers and headsets are not permitted during retreat hours. Retreat leaders and chaperones may have cell phones and electronics for emergency preparedness, and as may be required to facilitate the retreat experience. \_\_\_\_\_
3. **Dress code:** We ask guests to dress appropriately for the retreat environment. Clothing should not be distracting, suggestive, revealing or restrictive (i.e., preventing one from recreational activity, or sitting comfortably on the floor). For example, questionable or disrespectful pictures or images, distasteful language, tight clothing, or skimpy clothing is inappropriate. Guests who are inappropriately dressed according to Marello Youth Retreat Center Standards will be asked to change clothes, or they will be asked to leave. \_\_\_\_\_
4. **Behavior:** All guests are expected to exercise Christian conduct, respecting themselves and each other, at all times. Common courtesy, good manners and polite language are the standard of behavior. As a haven for spiritual connectedness, the retreat center asks guests to simply honor each others' presence, and the presence of Jesus in one another. \_\_\_\_\_
5. **Chaperones:** Youth retreat groups are required to find chaperones who are willing to adhere to the **Guidelines for Chaperones** outlined by Marello Youth Retreat Center. One chaperone per 10 youth is required. Further, the number of male and female chaperones must correspond to male and female youth populations in attendance to ensure adequate coverage. \_\_\_\_\_
6. **Overnight sleeping assignments:** Male and female guests (team members and retreat participants) who stay overnight are assigned to either the St. Joachim (males) or St. Anne (females) partitioned rooms. Sleeping mats are available, and guests must bring sleeping bags and pillows. Up to 40 guests are accommodated *comfortably* in each room, although more youth can be accommodated, case-by-case, and at the discretion of the retreat center. Separate restroom facilities and showers are provided for males and females. \_\_\_\_\_
7. **Noise levels and curfew:** Groups should monitor noise levels at all times, and especially between the hours of 10:00 p.m. and 7:00 a.m. The retreat environment, even for youth and young people, should be conveyed as an environment that achieves a balance of both peace and joy, reflection and spirit. Screaming, yelling and other loud sounds and noises are contrary to the setting and must not occur. Further, out of courtesy and respect for our rural neighbors, Marello Youth Retreat Center upholds a curfew of 11:00 p.m. \_\_\_\_\_

8. **Use of the Kitchen:** Guests who require access and use of the kitchen are asked to supply their own kitchen towels & dish cloths. Marelo Youth Retreat Center provides up to three rolls of paper towels. Cleaning instructions will be provided upon your arrival. Cleaning supplies are provided. All kitchen related activities must be supervised by an adult team leader. At departure, groups must take all leftover food, and clean the kitchen per instructions. Each night, and at exit, please sweep the kitchen floor, and wet mop any spots, tracked dirt, and grease. \_\_\_\_\_
9. **Clean Up:** Please collect and remove all trash, taking liners from each receptacle and replacing with a new (both indoor and outdoor trash containers). Marelo 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.) \_\_\_\_\_
10. **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 an extra day or overnight will be applied as appropriate. \_\_\_\_\_
11. **Fire Alarms:** Anyone setting off a false alarm will be charged \$500.00 Fire alarms and extinguishers are in place for the protection of our guests. \_\_\_\_\_
12. **Safety:** All necessary measures are taken to ensure the safety and protection of minors.

\_\_\_\_Marelo Youth Retreat Center honors and adheres to the **Charter for the Protection of Young People** and all other requirements prescribed by the Diocese of Sacramento. Groups that visit Marelo Youth Retreat Center must verify their compliance with Charter and Diocesan policies regarding conduct, youth safety, and adult fingerprinting.

\_\_\_\_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.

\_\_\_\_No alcoholic beverages are allowed on the premises during youth retreats.

\_\_\_\_Group leaders are encouraged to obtain and carry emergency and medical contact information for all retreat participants.

13. **Snacks:** No chewing gum is allowed due to the potential for inappropriate disposal. Groups are asked to refrain from extreme quantities of candy, sweets, junk food, and the like, as such foods often are not conducive to a peaceful, contemplative retreat environment. \_\_\_\_\_
14. **Animals:** Except for seeing-eye dogs, no animals are permitted inside the facility at any time, for any function. \_\_\_\_\_
15. **Concurrent Use:** If group size allows, there may be more than one group using the Marelo Youth Retreat Center at the same time. However, every effort is made in scheduling to fully honor the retreat experience and to accommodate needs for group work, recreation and meditation without risk of disruption or distraction. \_\_\_\_\_
16. **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. \_\_\_\_\_

17. Care for the grounds and property:

The participating 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. \_\_\_\_\_
- Keep feet off the sides of building. Removing footprints from painted, stucco surfaces is costly, sometimes requiring the entire wall to be repainted. \_\_\_\_\_
- 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 @ \$30/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. \_\_\_\_\_
- 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. \_\_\_\_\_

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

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Signature of Responsible Party

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Please Print Name

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Date