

# OUR LADY OF THE SIERRAS FOUNDATION

## La Purisima Retreat & Pilgrimage Center

Contract and Agreement

Mailing address: P.O. Box 269, Hereford, AZ 85615

Retreat Coordinator (602) 726-3615

Email: LPRetreatcenter@gmail.com

**Make check payable to: Our Lady of the Sierras**

Name of Organization:		
Address:		
City:	State:	Zip Code:
Contact Person:		
Email Address:		
Phone Number (including area code):		

### RESERVATION INFORMATION

Event Information:	DAY USE: <input type="radio"/>	OVERNIGHT USE: <input type="radio"/>
Arrival Date: (MM/DD/YY)	Arrival Time:	Estimated group size:
Departure Date:	Departure Time:	

### ROOM SELECTION

Private Rooms 3 Rooms available Each with Double & Single bed	Room #1 (Handicap Room) <input type="checkbox"/>	Room #2 (Handicap Room) <input type="checkbox"/>	Room #3 <input type="checkbox"/>
Private Rooms 3 Rooms available w/2 Twin beds	Room #4 <input type="checkbox"/>	Room #5 <input type="checkbox"/>	Room #6 <input type="checkbox"/>
Quad Rooms 4 Rooms available w/4 Twin Beds	Room #8 <input type="checkbox"/>	Room #9 <input type="checkbox"/>	Room #10 <input type="checkbox"/>
Directors Room Queen bed	Room #7 <input type="checkbox"/>	Large Dorm Room, w/6 bunk beds Sleeps 12 w/2 bathrooms	Room #12 <input type="checkbox"/>
Small Dorm Rooms 6-Rooms available w/4 bunk beds, Sleeps 8	Room #13 <input type="checkbox"/>	Room #14 <input type="checkbox"/>	Room #15 <input type="checkbox"/>
		Room #16 <input type="checkbox"/>	Room #17 <input type="checkbox"/>
		Room #18 <input type="checkbox"/>	
Kitchen & Dining Center Maximum Capacity: 80	<input type="checkbox"/>	Chouinard Hall Maximum Capacity 250	<input type="checkbox"/>

*\*Every effort will be made to accommodate room preference; however, we will not always be available to meet special requests.*

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#### **Rates**

Private Rooms, \$55 for single occupancy per person per night

Private Rooms, \$70 for double occupancy per person per night

Quad & Dorm Rooms, \$30 per person per night shared occupancy, \$50 per night for single occupancy

Kitchen and Dining Center, \$400 per event

Chouinard Hall, \$500 per event

#### **Contract & Deposit Policy**

Please review and sign the contract and return it along with a deposit of \$500.00 to be applied to the total cost. The \$500.00 deposit includes a \$100.00 damage deposit to be refunded after the retreat or may be applied to the balance due provided there is no damage to the Retreat Center. A brief walk-through will be conducted upon the conclusion of the event; however, once the facility is cleaned and reviewed by the facility manager, you will be notified if damages are found. The cost of damages/repairs will be reflected in the final invoice. The contracting Organizational Group is responsible for all damages incurred to the Retreat Center.

The reservation of the Retreat Center is not complete until the signed contract and deposit is received.

Cancellations within 60 days of the scheduled retreat will receive a full refund.

#### **Payment Policy**

Payment is due at the end of the retreat unless prior arrangements have been made. Final payment should be received no later than 2 weeks after the retreat.

#### **Liability Insurance**

Organizational Groups must provide a General Limited Liability Insurance Certificate naming Our Lady of the Sierras Foundation as an additional insured 20 days prior to the arrival date.

#### **Safe Environment Guidelines and Code of Conduct**

I/We agree to comply with the Safe Environment Guidelines and Code of Conduct of the Diocese of Tucson. You may find the resources at the following links: Code of Conduct:

<http://www.diocesetucson.org/codeofconduct.html> and in Spanish:

<http://www.dioecesetucson.org/codigodeconducta.html> and

Safe Environment Guidelines:

<http://www.diocesetucson.org/GuidelinesSexualmisconductAmendedSept2009.pdf>

**I have read the Contract, Responsibility of Organization, Instructions and Rules page including the Cancellation Fee Policy and agree to the terms.**

**Signature: Date:**

**Please return completed forms and \$500 deposit**

**Make check payable to: Our Lady of the Sierras Foundation**

**ATTN: Jan Krieski, LP Retreat Coordinator**

**P.O. Box 269, Hereford, AZ 85615**

**Upon receipt of signed contract and deposit you will be contacted confirming your reservation.**

## La Purisima Retreat Center Requirements

### RESPONSIBILITY OF ORGANIZATION:

The contracting group is responsible for all damage done to the retreat facilities and for maintaining its cleanliness.

#### CHECK IN:

Upon Check in - Please provide us with the total number of participants

#### CHECK OUT:

Director or Coordinator will physically check out with La Purisima Coordinator. A brief walk through will be conducted and keys will be returned as this time

### LA PURISIMA COMMITMENT & RIGHT:

La Purisima Retreat Center reserves the right to make a judgement regarding the use of the retreat center facilities and reserves the right to determine if any group meets the requirements for use.

### PERMISSION REQUIREMENTS FOR SACRAMENTS:

Any Priest and/or Deacon from **outside** the Diocese of Tucson planning on Celebrating Sacraments will need to obtain prior clearance from the Chancellor of the Diocese of Tucson at least 20 days in advance of the event to be held at La Purisima. As well as notify the Vicar at Our Lady of the Mountains. Please call (520) 378-2720.

Any Priest and /or Deacon **belonging to the Diocese of Tucson**, assisting at a Retreat is requested to inform the Vicar of Our Lady of the Mountains Parish, Sierra Vista AZ of their intention to celebrate Sacraments as a matter of courtesy. Please call (520) 378-2720.

### ROOMS INCLUDE THE FOLLOWING:

- Clean bath towels, hand towels and wash cloths.
- Sheets, blankets, and pillows.
- Rooms DO NOT include: hand or bath soap, shampoo, and other toiletries.

### SUGGESTED ITEMS TO BRING:

- Personal toiletries, tissues, etc.
- Water bottles. (Retreat center has water fountain with water bottle filler)
- Jacket/sweater – the center is located in a higher elevation.
- Hand sanitizers/wipes

### Responsibility of the Organization or Pilgrims leasing the facility:

Notify LP Coordinator if anyone using facility becomes sick due to COVID issues.

**I have read the Responsibility of Organization, La Purisima Commitment, Sacramental Requirements and agree to the terms outlined.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Retreat Director/Coordinator

# La Purisima Retreat Center Instructions and Rules

## To: Retreat Directors and Coordinators:

### General Rules for all Facilities

1. No alcoholic beverages, drugs and or weapons allowed on premises.
2. No smoking allowed on the premises. (Smoking is ONLY allowed in your vehicle)
3. The contracting group/individual is responsible for maintaining its cleanliness.

### Rules for All Bedrooms

4. **Rooms 1 through 7:** The Beds are made for you and ready for use.
5. **Rooms 8 through 18:** Sheets and blankets are furnished for you to use on your beds. Do not use sheets if sleeping bags are used.
6. No food or drinks in sleeping rooms. (Water bottles are acceptable)
7. Do not tamper with fire extinguishers or emergency handles located by windows. (Extra charge if damaged or if must be professionally reset.)

### Before you Leave

1. **All Rooms 1-18: PULL USED BED SHEETS**, place inside the pillowcase and leave at the foot of the bed or on floor.
2. **Help us save water and ONLY PULL USED BED SHEETS – leave clean unused linen folded in cabinet.**
3. Fold the blankets and place back on the bed with pillow. DO NOT stuff clean blankets inside dirty pillowcases.
4. **Do not remove the PILLOW PROTECTORS OR MATTRESS PROTECTORS.**
5. **Please extend wet towels and washcloths on the shower stall doors, towel rack or over plastic chairs so they can air dry.**
6. **Do not mix wet towels with bed sheets.**
7. **Do not use white washcloths for makeup or shoes.**
8. Turn off all lights and AC/ Heaters.
9. Lock Doors and close all windows.
10. Do not remove anything from the bedrooms. (Blankets, sheets, pillows etc.)

## La Purisima Dining Center Rules and Chouinard Hall Rules

### General Rules

1. Do not remove or cover Images. You will be charged for any damages

### Before you Leave

1. Fold chairs and store on chair racks
2. Fold tables and put away in storage area
3. Take out trash to trash bin (Green dumpster is located to the side of Dining Center)
4. Sweep and mop kitchen floor
5. Sweep Dining Center and Chouinard Hall
6. Turn off AC/ Heater and lights including all bathrooms
7. Put everything back in its place as you found it

**I have read La Purisima's Retreat Center Instructions and Rules.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Retreat Director/Coordinator**