

**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: office@ourladyofthesierras.org

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

RESERVATION INFORMATION

Event Information:		DAY USE:	OVERNIGHT USE:
Arrival Date: (MM/DD/YY)		Arrival Time:	AM: PM:
Departure Date:		Departure Time:	AM: PM:

ROOM SELECTION

Private Handicap Rooms 2-Room available Each room has Double & Single bed ADA Compliance	Room #1		Room #2			
Private Rooms 4-Rooms available w/2 Twin beds	Room #3	Room #4		Room #5	Room #6	
Quad Rooms 4-Rooms available w/4 Twin Beds	Room #8	Room #9		Room #10	Room #11	
Directors Room w/double bed	Room #7	Large Dorm Room, w/6 bunk beds Sleeps 12 w/2 bathrms		Room #12		
Small Dorm Rooms 6-Rooms available w/4 bunk beds, Sleeps 8	Room #13	Room #14	Room #15	Room #16	Room #17	Room #18
Kitchen & Dinning Center Maximum Capacity: 80			Chouinard Hall Maximum Capacity 250			

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

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 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.

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.diecesetucson.org/codigodeconducta.html> and Safe Environment Guidelines:

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

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.

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.

COVID PREPARATION AND RESPONSIBILITIES:

- Prior to your arrival the facilities will be COVID-19 cleaned to the CDC guidelines.
- Retreat Coordinator will furnish hand sanitizer, supply disinfecting wipes & cleaners that meet CDC criteria.
- Digital thermometer will be available for check out.

These suggestions are at the discretion of the Retreat Director/Coordinator

- Body temperature checks at the time of check in and periodic throughout the Retreat.
- Have individuals keep a 6 feet distancing between participants, wear cloth face masks at all times except when in eating and in individual rooms, no physical hugs or handshakes. "elbow bumps are the exemption"
- Have planned retreat staff or retreatants to do periodic disinfection of frequently touched surfaces and objects such as handles, doorknobs, light switches counter tops tables and chairs. The outside common areas should be disinfected as well which should include, picnic tables, benches and gates.

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, Safe Environment Guides/Rules of Conduct, and COVID and agree to the terms outlined.

Signature: _____
Retreat Director/Coordinator

Date: _____

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 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 is acceptable**)
7. Do not tamper with fire extinguishers or emergency handles located by windows. (Extra charge if damaged or have to be professionally reset.)

Before you Leave

8. Upon leaving fold the heavy blankets and place back on the bed with pillow.
9. **Used bed sheets** are to be placed inside the pillowcase and left at the foot of the bed.
10. Do not remove the **PILLOW COVERS**.
11. **Used towels and washcloths** are to be placed in shower stalls.
12. Do not use white washcloths for makeup or shoes. Use Blue towels by sink.
13. Do not put wet towels with bed sheets.
14. **Rooms 1-7** When you leave: please make bed with clean sheets that are provided
15. Turn off all lights and AC/ Heaters.
16. Lock Doors and close all windows.
17. 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 (located outside)
- 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

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

Signature: _____ **Date:** _____
Retreat Director/Coordinator