

# Chali's House Retreat Center

## Rules and Regulations Agreement

Retreat coordinator/Conference leader is responsible for the house and informing participants of the following guidelines. Abiding by these common sense rules will prevent property damage. The contracting party is responsible for any damage done to the property. Please return a signed copy of this agreement along with the contract. Non compliance of all the rules will result in forfeiture of your security deposit.

CASA CHALI'S RETREAT CENTER IS MEANT TO WELCOME ALL GROUPS WHO WISH TO TAKE SOME TIME OFF FROM THEIR DAILY ROUTINES, AND NOURISH THEIR SOULS, OR MAKE A RADICAL CHANGE AND LIVE THE LIFE JESUS CALLS US TO LIVE.

We sincerely appreciate your cooperation in helping us to keep Chali's House in good condition.

- Do not lean against walls. When going upstairs, use hand railings only for support.
- Do not drag furniture across the floors.
- All decorations, paintings, accessories MUST remain where they are.
- No bed linens or toiletries are provided with the rental of the facility
- No food or beverages in the bedrooms or chapel.
- No wax candles in the chapels, on the dinner tables, or in the bedrooms.
- Do not use tape or glue papers that will damage the tables, walls, bedrooms and doors.
- Do not take the chairs from the conference room
- No smoking in the building
- NO GUM UNDER THE TABLES OR CHAIRS.
- No footprints or dirty hands on the walls.
- No garbage or trash on the exterior areas.
- Do not open the closets that are restricted to the use of the Center staff.
- A/C units must not be set below 72 degrees, as unit may freeze over.

### CHAPELS

Please, do not use candles without glass containers. We are trying to protect the new carpet and tablecloths. The chairs, kneelers, candles and other items may not be removed from the chapels. IF WAX IS FOUND IN THE CARPET, YOU WILL CHARGES TO HAVE IT CLEANED.

### KITCHEN

Please do not leave food open overnight. Cover and seal all perishable food and clean up after every meal.

To use gas stove top, check first that all the pilot lights are lit, if they are not carefully turn with a match. The oven will turn on by just turning the proper knob. (Note: DO NOT touch the gas main line).

If you loose power just reset breakers in the electrical room (as you enter the Retreat Center though the kitchen entrance it is the first door to your left).

Please be sure the doors to the refrigerators and freezers are properly closed.

## DINING ROOM

Please ask participants to leave all chairs stacked on top of the tables to facilitate cleaning of the room.

## DORMITORIES

- Please, no eating or drinking in the dormitories.
- Please, ask participants NOT to stick gum under the beds.
- No garbage or trash should be left on the floor.
- Beds and mattresses CANNOT be moved. (Mattress manufacturers will void warranty).

## CONFERENCE ROOM

- If it is absolutely necessary to move table, lift it up so legs do not break.
- Please do not play games that will damage furniture or walls. Absolutely no food or drinks.

## AIR CONDITIONER AND LIGHTS

- These should be turned off upon departure. Leaving them on will increase your fee.

At the end of your retreat, please make sure that you ...

Pick up all the chairs and put them back in their original place.

Return all the kitchen equipment and supplies you used to its original place.

Turn off a/c and lights and lock all doors.

Keys must be turned in no later than one day after the retreat/program has ended.

Otherwise, your group will incur a \$5.00 late fee for everyday thereafter.

THE PURPOSE OF THESE RULES IS TO ASSIST YOU IN INFORMING YOUR GROUP HOW TO AVOID ADDITIONAL EXPENSES THAT WILL ONLY CAUSE TO INCREASE YOUR FEES AND OUR OPERATIONAL COSTS.

I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THESE REGULATIONS:

COORDINATOR/LEADER: \_\_\_\_\_ DATE: \_\_\_\_\_

PARISH/SCHOOL: \_\_\_\_\_

SIGNATURE \_\_\_\_\_