



## Addendum F to Christian Renewal Center Contract










You have contracted to use the Christian Renewal Center (CRC). This addendum is part of the executed contract, and will set forth additional stipulations for the use of the CRC. Please take a few moments to familiarize yourself with the following items to help the center's staff make your visit pleasant and prayerful.

- ROOM OCCUPANCY CAPACITY LIMITS** must be honored at all times so that the CRC remains in accordance with State Fire Laws:

Main Chapel: 120 people	Meditation Chapel: 30 people	Gerard Room: 80 people
Eugene Hall: 130 people	Oblate Hall: 110 people	Marian Hall: 50 people
Dining Hall: 120 People		
- NO-SHOW/LATE CANCELLATIONS/EARLY DEPARTURES** will be charged for the full amount confirmed including rooms not occupied. No refunds or adjustments will be made.
- DUAL RETREATS.** Retreats and conferences reserving the entire facility require 150 onsite participants or more. When a reservation is made for less than 150 participants, the retreat facility can also be scheduled to another group at the same time. In such a case the different groups attending will share use of the common buildings, such as chapel and dining as well as the grounds.
- QUIET HOURS** are observed between 11:00 p.m. and 7:00 am. Both inside and outside activities and gatherings, which take place during this time, must be aware of and honor these times.
- WALKWAY LIGHTS** are set to turn off at midnight. Please do not unscrew the light bulbs on any of the buildings or walkways.
- INDOOR LIGHTS** should be turned off when you leave your room or conference hall. Please turn off porch lights each morning if using lodges.
- COOLING/HEATING.** The thermostat in your room adjusts to the temperature you set. Please help us conserve electricity by keeping bedroom and hall doors closed when unit is on. **Please do not set lower than 70 degrees or the coils will freeze.**
- FIRE ALARM OR THERMOSTAT PANELS** should not be covered or taped over in any way.
- PARKING** is allowed in designated areas only. Please do not drive on the grass or walkways leading up to the lodges.
- PARKING ATTENDANTS** (minimum 2) should be provided by each group to direct traffic and maximize available parking space when large groups are expected (example: Candlelight)
- HAKEY LANE (ENTRANCE ROAD)** . Please do not park on either side of the entrance road. The road is a **FIRE LANE** and must be accessible to emergency vehicles at **ALL** times.
- GATE** is open Thurs. through Sun. from 5:30 a.m. to 9:30 p.m. and Sun. through Wed. from 5:30 a.m. to 5:00 p.m. A unique code is assigned to each group and is only active during the duration of your stay. Please do not attempt to force the gate open.
- GOLF CARTS** may be used with prior notification and signed agreement. Please refer to CRC GOLF CART SAFETY AGREEMENT for policies.
- HAND TOWELS AND LINENS** for all beds will be provided in rooms only. Only one set of HAND towels and linens are provided for the weekend. There is an option to rent linens for \$10/person for your event if you are staying in the lodges (request must be made in advance). Each group is responsible for making their own beds. Blankets, pillows and bed sheets are for bed use only. Please do not remove them from individual rooms. The charge for missing items will be at CRC replacement cost.
- SMOKING** is only permitted outside and away from buildings in designated areas by legal aged persons. Please use the ashtrays provided along the walkways. Any evidence of anyone smoking in the rooms results in a \$150/room penalty per infraction, which will be the responsibility of the retreat contact person and organization.
- INCENSE OR OPEN FLAMES** (including candles) are not permitted in the individual rooms, lodges, meeting halls or chapel with the exception of sanctuary lamp and altar candles during Eucharist. Only with prior approval is the limited use of **incense** permitted in the mediation chapel or main chapel for the purpose of worship and prayer. You must submit a written proposal of your plans in this regard with your signed contract.
- USE OF OUTDOOR OPEN FLAMES AND TIKI TORCHES.** Please refer to the CRC Open Flame Policy (Addendum G, CRC Contract).
- FIRE ALARM** The CRC is equipped with a sensitive and outside monitored smoke detection/alarm system. If alarm should activate do NOT attempt to turn it off. Please contact staff member so that the system can be reset. In case of emergency, have a designated place for your group to meet so that you can account for each person. Make team and retreatants aware of this information. Fire alarms and extinguishers are in place for the protection of our guests. Anyone setting off a false alarm will result in the group being charged a \$500.00 penalty.
- PETS** are not allowed.
- EMERGENCY CONTACT.** For a more timely and efficient contact in case of an emergency, it would be most helpful if one member of your group brings a cellular telephone and serves as the emergency contact person for your participants or related outside calls.
- SCHEDULE.** Your schedule is for the benefit of guests and staff. **Please be on time for events and meals.** If you plan to skip a meal, notify the host for your event so he/she may inform the kitchen staff.
- FIRST AID OR EMERGENCY CARE OR EMERGENCY TRANSPORTATION** to hospitals or physician offices is not provided by CRC. In case of a severe accident or emergency call 911, and follow the emergency procedures generated by *your* group. Accidents/injuries on site should be reported to camp staff as soon as reasonably possible and an incident report filed.
- CRC POOL** is seasonal and permitted by special request only. See section "L" under the Contract terms and conditions.
- DICKINSON BAYOU.** Swimming is not allowed in Dickinson Bayou or CRC Pond at any time.
- SHOES** must be worn at all times for the safety and proper hygiene of all concerned. No one is allowed to walk barefooted in public areas except in the immediate swimming pool area.
- PREPARATION OF OUTDOOR AREAS.** Please notify CRC in advance of any outdoor activities (i.e. outdoor chapel service, fire ring, outdoor stations, etc.), so we can have this area ready for use.

27. **TRASH** must be in bags, tied and taken out by each group as needed. All trash must be placed inside dumpster to discourage critters from tearing into bags. Please do not pour liquids or place open containers containing liquids into the trash bags.
28. **DINING ROOM.** Meals are served cafeteria style. Please sit at tables assigned to your group. At the end of your meal, please remove all trash and return your soiled dishes to the dishwashing window to enable the kitchen staff to begin the clean up. Due to space limitations, please vacate your tables as promptly as possible.
29. **CHAPELS.** The chapels are open 24 hours a day. Check your group's schedule and the schedule posted on the chapel door to verify availability. No food or drink is allowed in the chapels. Chapels are to be used solely for prayer, worship and liturgies. No meetings, conferences or any boisterous/noisy activities may be held in the chapels. It is a house of prayer. If chapels are used for Adoration, there must be at least one person present when the Holy Eucharist is exposed. Rope lighting at the altar steps in the main chapel must be turned on to prevent accidents. Please do not move or remove items from chapel (refrigerator, statues, altar, liturgical environment etc.). **THE ONLY ITEMS THAT CAN BE REARRANGED ARE THE CHAIRS WHICH MUST BE RETURNED TO THEIR ORIGINAL POSITIONS ONCE THAT PARTICULAR USE AND SET-UP IS COMPLETED.**
30. **FURNITURE.** Room Furniture is NOT to be moved SO to protect against furniture and carpet damage.
31. **PRIVATE OR EMPLOYEES ONLY AREAS.** Retreat guests are not allowed inside areas deemed off-limits by CRC (example: maintenance building, laundry room, or kitchen. The Director's Residence is a private home. Please do not enter.
32. **ITEMS LEFT ON PROPERTY.** We will e-mail the group and make every reasonable effort to return items. After 30 days items will be considered abandoned and will become property for the disposition by the Christian Renewal Center.
33. **AMPLIFIERS AND AUDIO EQUIPMENT** The Christian Renewal Center retains the right to prohibit or limit the use of amplified musical instruments, drum sets, or PA systems outdoors. Noted exception: (with prior approval) portable karaoke units may be permitted when necessary for low to moderate voice amplification outdoors.
34. **YOUTH GROUPS.** Our chaperone policy is one adult over the age of 25 for each 7 youth and a minimum of one such adult residing in each lodge. For the safety and security of the youth, please do not allow un-chaperoned youth in the lodges and please keep the lodges locked at all times. Respect should be given to all facilities and grounds. Graffiti and vandalism (including use of toilet paper or paper towels) is not permitted and will result in additional charges to the retreat organization. Litter should be placed in appropriate containers. Mattresses and bedding must stay in their original placement and always in the appropriate cabin.
35. **SIGNAGE.** Please do not use tape or adhesives on the furniture, walls or doors. We have added clips to all the lodges, rooms, meeting halls and walkways for signage, name tags, etc. to prevent damages to the painted surfaces. If tape must be used, only **blue** painters tape will be permitted and must be removed prior to the end of the retreat.

### When you leave your room.....

1. Remove all personal items  that you have brought with you. Please be sure to check closet, drawers and bathrooms.
2. Turn off all lights  and water. .
3. To prevent mold growth, please turn the AC setting to Auto Cool 77° in Summer or Auto Heat 60° in Winter. 
4. Close and lock all windows  and doors. 
5. We ask that you put soiled sheets and towels in the pillowcase and place it near the door **INSIDE** your room. Please Do NOT put the bedspread, mattress cover or blanket in with the soiled linen. Please leave the mattress cover on the bed and fold the bedspread and place at the foot of the bed.
6. Gather all trash in the room and place in the receptacles that are located along the walkway. 
7. Please return keys  to the keyboard in the meeting hall. There is a \$20.00 charge for each lost key.
8. We value you as a client and would like your opinion. Please complete the guest comment form in each room. 
9. We are a non-profit organization and your assistance with all of the above, helps us to hold our rates and fees down. We ask you to consider making a DONATION to help us with the maintenance and beautification of this HOLY GROUND.