

OAKLAND DIOCESE YOUTH RETREAT CENTER GUIDE FOR USE OF FACILITIES

1. **RESERVATIONS:** Reservations for the use of the facilities for the Oakland Diocese Youth Retreat Center can be made through the Youth Retreat Center Manager at (925) 934-5802. A maximum of 65 persons can be accommodated.
2. **FEES/INSURANCE:** If applicable, fees and a group certificate of insurance must be received at least 10 days in advance of the arrival date. Fees for Diocese of Oakland groups will be \$40.00 per person per week night or \$85.00 per person per weekend. There is a day use fee of \$350.00 for groups not staying the night. Groups outside Oakland Diocese can call (925) 934-5802 for fees.
3. **LEADERSHIP:** Groups must be under adult leadership, 21 years of age or older at all times. Per **Safe Environments for Children Project**, 2 adult chaperones are required per cabin for all groups belonging to the Diocese of Oakland.
4. **CHECK-IN:** Upon arrival, the group leader will check in with the Retreat Center Manager at the main retreat house and provide a roster of participants & leaders, by cabin. The Retreat Center Manager will then assign cabins and keys, and answer any questions you may have.
5. **KITCHEN:** The **Retreat Center kitchen** is supplied with all necessary cooking and eating utensils. We request that you help save the environment by using the provided dishes and flatware and by recycling. If you do use throw away eating utensils, you will need to take your waste with you or pay an additional \$75.00 fee for a garbage pickup. All kitchen supplies and utensils are to remain in the kitchen or dining room and are to be used only in food preparation or food consumption. There will be an additional fee for damage to kitchen utensils.
6. **PARKING:** Parking is limited to four cars, including one space for clergy and one for handicap, in the designated marked spaces at the main facility area. Passengers and equipment can be dropped off at front courtyard area. Additional parking is provided at parking area by Roman Oak campground entrance. Fire roads are to be left open and not to be used for parking at any time. Cars not adhering to parking guidelines will be towed at the expense of the Sponsoring group.
7. **FIREARMS/FIREWORKS:** No firearms, ammunition or fireworks are to be brought to the Retreat Center. No other weapons, such as bows and arrows, slingshots, knives, etc. are allowed.
8. **FIRES:** All ground fires are prohibited except in the designated campfire circle. This may be prohibited depending on area fire conditions. No fire is to be left unattended. A bucket of water is to be kept close to all fires. Fires must be cold to the touch before leaving fire circle unattended.
9. **CANDLES:** Candles are prohibited in the cabins. Lighted candles used for functions are not to be left unattended. There will be an additional charge for melted wax on Retreat Center grounds or property.
10. **FIRST AID:** Groups must to be prepared to handle all minor injuries. Injuries must be reported to the Retreat Center Manager. Problems that cannot be handled in the group must be reported immediately to the Retreat Center Manager.
11. **EQUIPMENT:** Groups must provide their own equipment including: bedding, food and personal necessities. The Retreat Center will provide all cooking and eating utensils.
12. **RETREAT CENTER CLEANLINESS:** Each group is responsible for keeping the Center & the cabins clean inside and outside. Spills or damage, including graffiti, will result in additional charges
13. **PETS:** No dogs or domestic animals are allowed.

14. NEIGHBORS: We enjoy good relations with our Retreat Center neighbors and ask groups to observe Christian courtesy not only to them but to all persons during the group stay or en route to and from the facility. Outside quiet time is between 10:00 PM and 9:00 AM. No outside amplification is permitted.
15. SWIMMING POOL: The swimming pool will be open from June through September. Usage will depend on the condition of the pool at the time of your retreat. The Retreat Center groups have priority for use of the swimming pool however it may be necessary to coordinate time for campground groups to also use the pool. Groups must have a certified lifeguard supervising at all times. Use of the pool is by prearrangement only.
16. BOUNDARIES: Groups should stay away from the garage structure and any barricaded or locked areas. A fence, a barricade or a locked gate means NO ADMITTANCE.
17. ALCOHOL/DRUGS: Alcoholic beverages and controlled substances are not allowed on Retreat Center property. Participants using or under the influence will be asked to leave the facility.
18. BASKETBALL COURT & AMPHITHEATER: Retreat groups may request use of the basketball court and/or amphitheater. Use time will be coordinated with campground groups and their functions.
19. RECYCLE & ENVIRONMENT: We request that you help preserve the environment by recycling. We do have a separate Recycle Bin. Groups must bring any firewood to be burned. Do not feed or touch animals. Watch for snakes and poison oak/ivy.
20. CHECK OUT: All groups must check out with the Retreat Center Director prior to departure at the close of your retreat. There may be an additional charge for groups leaving the facility in an unsatisfactory condition or loss of cabin keys.
21. ENFORCEMENT: The Retreat Center Director has the authority to interpret and enforce these guides and applicable local and state laws. Failure to follow these directions and these guidelines may lead to cancellation of use permit and expulsion from the Retreat Center property.
22. **NO ITEMS (furniture, beds etc) ARE NOT TO BE MOVED WITHOUT PRIOR APPROVAL. FAILURE TO RETURN ITEMS TO THEIR ORIGINAL LOCATION MAY RESULT IN ADDITIONAL CHARGES WITH A MINIMUM CHARGE OF \$75.00.**

Please sign and date in designated area and return with your signed contract and deposit. Please keep a copy of guidelines to share with retreat participants.

Signed: _____
(Representative of Sponsoring Group)

Date: _____