

GUIDELINES FOR GUEST USE OF CIRCLE LAKE RETREAT

Reservations are first come, first served, following our Archdiocesan priority scheduling period. Reservations are confirmed upon receipt of request form, deposit, and confirmation letter sent out by Circle Lake retreat. **No reservation is confirmed until a reservation confirmation letter is processed and mailed.**

Unless otherwise stated in the reservation confirmation letter, check in and check out times are as follows:

Check In: After **3:00 pm** on date of arrival

Check Out: No later than **Noon** on date of departure

Due to the high volume of property use, check in and check out times are, without exception, STRICTLY ENFORCED. Circle Lake Retreat reserves the right to charge a day use fee for each building occupied by groups/individuals who do not observe the check out time. Please call us prior to arrival if you need assistance with this.

Guests are expected to treat the facilities and wildlife with utmost care and respect. Please observe all posted signs, especially as they pertain to the boathouse and swimming areas. Other guidelines may be found in the hospitality binders in each building. **The person listed on the reservation request form will be held responsible for ensuring that all guests under their supervision are made aware of, and follow property guidelines.**

The possession or use of **alcoholic beverages, illegal drugs, fireworks, motorized bikes, firearms or other weapons is strictly prohibited.** Violators will be asked to vacate the facility immediately without refund and will not be allowed to return.

Before checking out of buildings, guests are expected to complete a building check out form that includes the following: disposal of all trash in outside dumpsters, replacement of all furnishings and house belongings as originally found, closing all windows and blinds, locking doors and windows, and adjusting thermostat according to directions. Please note any needs for maintenance and repair on your evaluation sheet. Any items not listed on checkout sheets as damaged will be charged to guests. Your cooperation is appreciated.

Guests are to follow staff instructions in the event of an emergency, weather-related or otherwise.

Pets of any kind or size are not allowed. Service animals must register at the main office.

******Circle Lake Retreat Center reserves the right to ask any individuals or groups to leave the property IMMEDIATELY if the above guidelines are not followed. Additionally, future reservations will be cancelled with no deposits returned, if the property visitors do not adhere to the policies. ******

CANCELLATION POLICY

Groups wishing to cancel or change reservations may do so at any time prior to 60 days from the date of reservation without penalty or loss of deposit. From 45-60 days partial deposit is returned only if another group has been located to fill the vacancy. Within 45 days of the reservation deposits are **non-refundable**.

PAYMENT POLICY

Fees for Full, Demi, Mini Facility and other large group reservations are due 45 days prior to event date. Individual reservations are payable in full 30 days prior to event. All payments are payable by check or money order. We regret we cannot accept credit cards for payment.

I certify that I have read and understood the fee schedule and guidelines for guest use of Circle Lake Retreat Center including the cancellation policy. By signing this agreement for use of Circle Lake Retreat Center facilities, I assume responsibility for my group's knowledge and understanding of these guidelines and procedures. I understand that all participants in activities at Circle Lake must sign a liability waiver prior to engaging in any activity at Circle Lake (liability forms to be distributed and signed upon arrival).

Signed: _____ Date: _____

Group Name: _____ Dates of Retreat: _____

Received CLR Staff _____ Date: _____

Check Number : _____ Amount : _____