GUIDELINES FOR OVERNIGHT GUEST USE OF CIRCLE LAKE RETREAT FY 18

Following our Archdiocesan priority scheduling period, reservations are first come, first served. Reservations are processed upon receipt of request form, deposit, and completed contract sent out by Circle Lake Retreat Center. No reservation is confirmed until a reservation confirmation letter and contract is processed. Groups of more than 50 guests will be required to attend a property orientation prior to their arrival date. Unless otherwise stated in the contract, check in and check out times are as follows:

Check-in: 3:00 pm on date of arrival (9:00 am-4 day retreat)
Check-out: No later than 12:00 pm 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 $150.00 per hour 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 matter.

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 which includes the following: disposal of all trash in outdoor dumpsters, replacement of all furnishings and house belongings to original location, closing and locking all exterior 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 having been damaged will be charged to guests. Negligence on the part of guests is grounds for cancellation of any future reservations. Your cooperation is appreciated.

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

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 individual or group to immediately leave the property if the above guidelines are not followed. Please be advised that should this occur, guests will forfeit all future reservations without return of deposits. ****

CANCELLATION POLICY

Groups wishing to cancel or change reservations must contact the Circle Lake Retreat Center office as soon as they become aware of the need to cancel. Cancellations made up to 120 days prior to rental date will be refunded 100% of their deposit. Cancellations made between 60-119 days from rental date will be refunded 50% of their deposit. Cancellations made between 46-60 days from the date of their reservation, a 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, in full, no later than 45 days prior to event date. Individual reservations are due, 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, guidelines and cancellation policy for guest use of Circle Lake Retreat Center. 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: ______________________

Documents/CLRReservationInfo/FY-18/FORMS Updated: 02/15/2017