



CSE Catholic Community Access Program Guide

Office: 204-347-5396

Email: rentals@catholicway.net

Who is eligible?

Any Manitoba-based Catholic parish, ministry group, or school is eligible to use our facilities for no cost (a free will offering would be most welcome). Examples of groups include, but are not limited to:

- ❖ youth groups
- ❖ RCIA
- ❖ Catechism/sacramental classes
- ❖ Adult groups (men's/women's groups, bible study groups, ARISE program, etc.)
- ❖ Pastoral Councils
- ❖ Catholic Christian Outreach (CCO)
- ❖ Couples for Christ (CFC-YFC, SFC, KFC)
- ❖ TEC retreats
- ❖ Catholic Charismatic Renewal Services (CCRS)
- ❖ Knights of Columbus/CWL
- ❖ Nathanael Program
- ❖ Returning to Spirit
- ❖ Illuminate
- ❖ Development and Peace
- ❖ Challenge Girls Club
- ❖ Conquest Boys Club

Notwithstanding the above, in all cases, the CSE reserves the right to approve or deny the use of our facility, at our own discretion, for any person or group, whether free or paid.



In order to make sure as many groups as possible have an opportunity to utilize this service, the following are guidelines to rental frequency limits:

- Parishes – 3-4 times/year
- Ministry Retreat groups – 2 times/year
- Catholic Schools – once/year

Availability

Due to the ongoing ministry at the CSE, there are certain dates that are not available. The following periods of time are not available for booking:

- ❖ January & February – CSE Winter Camps
- ❖ Mid-June through August – CSE Summer Camps

For more details, please contact the CSE.

Location

The CSE is located 45 minutes south of Winnipeg on Highway #59 in the town of St. Malo, see map [here](#). We are within walking distance of the St. Malo Provincial Park as well as the St. Malo Shrine and Grotto – a Manitoban pilgrimage site. The town St. Malo has a host of services including a general store, gas bar, pharmacy, butcher, and a few restaurants.

Facility Information

The CSE offers approximately 10,000 square feet of space in our building. There are 82 beds in total, the majority of them being bunk beds. Because of ongoing programming, not all beds are available at all times; please contact us regarding your needs. The dining room can accommodate 50 people comfortably and depending on the season, more can be accommodated outside. There are two meeting/multi-purpose rooms that are in the 300 to 400 square foot range, which may be available depending on CSE programming. A newly renovated basement meeting room easily accommodates 50 people and would be an ideal conference room. Finally, an 800 square foot chapel can accommodate approximately 60-70 people with an overflow area with seating for 20. The facility is wheelchair accessible except for the lower-level dorm room and basement conference room. For pictures of our facility, please follow this [link](#).

Equipment & Resources

The CSE has a fully functional kitchen. Overhead and LCD projectors are available, as well as sound equipment, but these must be arranged prior to the booking. For specific needs, please contact the CSE. The CSE has WIFI available, contact the host for details.

Depending on the time of year, there is a variety of equipment that can be made available for outdoor activities, such as cycling, archery, canoeing, volleyball, sledding, camp fires, skiing, snowshoeing, etc. Safety standards must be adhered to as outlined by the CSE administration.

Sacramental vessels are available including cloths, chalice, paten, monstrance, candles and holders, missal, lectionary. If you are planning on celebrating Mass, please supply your own hosts and wine.

Hosting

Upon arrival, you will have at least one resource person available to you throughout your stay.

They will be available to:

- Answer questions
- Give a tour to the leaders of the group
- Set temperature controls
- Start camp fires
- Help with equipment needs
- Make photocopies (done at a modest fee)

Food Services

Food services are not available at this time. Groups are welcome to make use of the equipped kitchen to prepare and serve their own meals. If you would like to have your event catered, please contact us and we can send you local catering information. Please note: due to ventilation limitations, open deep frying (stove top deep frying) is not permitted.

Sacramental Services

It may be possible to assist you in finding a priest to celebrate certain sacraments with you. Please note that Sunday Liturgy at St. Malo Parish Catholic Church, right next door to us.

- French: Sunday 9 am
- English: Sunday: 11 am

Cleaning

Groups are responsible for cleaning after themselves before they leave the site at the end of their booking. This can be done in one of two ways a) Completing the Cleaning Contract or b)



paying a \$300 cleaning fee. If choosing option a) the Retreat Cleaning Contract will need to be signed prior to the group arriving, and an inspection of the building will be done by the CSE host prior to departure. If there is a failing inspection/something is missed, the group will have the opportunity to clean in order for them to receive a passing inspection, if they are still present for the inspection, otherwise, the cleaning fee will be taken out of the Damage deposit. Please inform the CSE which option you would prefer.

Damage Deposit

A damage deposit is required at the time of booking for groups. A group can leave this deposit in one of two forms: a) valid credit card (would be charged only as needed) or b) a \$500 cheque. Upon post retreat assessment, cheques will be returned if no damage has occurred to the CSE or its equipment.

How to Book a Retreat

1. Contact the CSE to make arrangements to tour the facility (if needed).
2. Completely fill out a Retreat Request form, indicating date(s) requested. Please include an alternate date, if possible.
3. Sign and date Terms and Conditions sheet found on pages 8-9.
4. Sign Cleaning Contract form, or indicate that you will pay the cleaning fee.
5. Mail, fax, email, or drop off the completed forms and damage deposit at your earliest convenience. Retreat dates are granted on a first come, first served basis.
6. A CSE representative will contact you shortly after the receipt of your request to finalize details.

Retreat Request Form

Name of organization/group:	
Name & phone number of Pastor or Priest (referral):	
Contact person:	Title:
Best number to contact you with: _____ type (circle one): work home cell	
Email:	Fax:

Retreat Information

Type of retreat:						
# of participants	(under 5 years)	(5-10 years)	(11-17 years)	(adult supervisors*)	(adults)	(total)
<input type="checkbox"/> Day	<input type="checkbox"/> Overnight		* Groups are responsible to ensure proper supervision of minors and that all diocesan Safe Environment policies are followed			

Dates Requested

1 st choice			
Start	Date (d/m/y)	Time:	am/pm (circle one)
Finish	Date (d/m/y)	Time:	am/pm (circle one)
2 nd choice			
Start	Date (d/m/y)	Time:	am/pm (circle one)
Finish	Date (d/m/y)	Time:	am/pm (circle one)
3 rd choice			
Start	Date (d/m/y)	Time:	am/pm (circle one)
Finish	Date (d/m/y)	Time:	am/pm (circle one)

Optional Equipment Use

<input type="checkbox"/> LCD projector	<input type="checkbox"/> Canoes (\$10/canoe/hour)	# of canoes:
<input type="checkbox"/> Sports balls	<input type="checkbox"/> Archery (\$3/person)	# of people:
<input type="checkbox"/> Volley ball net	<input type="checkbox"/> Snowshoes/Skis (\$4/person)	# of people:
<input type="checkbox"/> Fire Pit (bring your own wood)	<input type="checkbox"/> Inner tubes for sledding	# of tubes:

Retreat Cleaning Contract

Clean up duties

Continued on following page...

Room	Duty	Duty done (✓)
All bedrooms used	All personal items removed	
	Garbage & recycling emptied, bags replaced	
	Floor swept	
	Floor washed	
	Carpets vacuumed	
	Mattresses (not plastic) shaken off (no sand), clean underneath, and flip. If plastic covered clean with vinegar and water, if needed	
	Windows closed	
	Wipe down sinks and mirrors	
	Lights turned off	
All bathrooms used	All personal items removed	
	Sinks, showers, mirrors and toilets washed	
	Garbage & recycling emptied, bags replaced	
	Floors swept	
	Floor washed	
	Bath mats hung up/put in laundry (if fabric)	
	Lights/Fans turned off	
Chapel/Board Room/Sacristy/Reconciliation Room/ Multi-Purpose Room	All personal items removed	
	Garbage & recycling emptied, bags replaced	
	Chairs, pews and chapel items re-set	
	Carpet & pews vacuumed	
	Windows closed	
	Lights turned off	
Dining Room	All personal items removed	
	Tables/counter washed	
	Sink cleaned	
	Floor swept	
	Floor Washed	
	Garbage & recycling emptied, bags replaced	
	Windows closed	
	Lights turned off	

Hallways, front entrances, stairways	All personal items removed	
	Floors swept	
	Floor washed	
	Vacuum carpets	
	Windows closed	
	Lights turned off	
Kitchen	All personal items removed	
	Counter washed	
	Dishes put away	
	Sinks cleaned	
	Stove tops cleaned	
	Refrigerators emptied	
	Microwaves wiped	
	Floor swept & mopped	
	Garbage & recycling emptied	
	Floor swept	
	Floor washed	
	Windows closed	
	Lights turned off	
Miscellaneous	All rags, dish cloths, etc used put in dirty laundry basket in laundry room	
	Garbage bags placed in the garbage shed	
	Floor buckets emptied and mops hung up	
	Recycling placed in the blue bins just outside of the garbage shed	

I agree to ensure that the all of the duties listed are done before we depart after our rental weekend at the Catholic School of Evangelization. In return the Catholic School of Evangelization will waive the janitorial fees. I understand that if we do not fulfill our commitment to clean that we will be charged the janitorial fee, which will be taken out of our damage deposit.

Signed: _____ Date: _____
(representative of rental group)

Signed: _____ Date: _____
(CSE Director/representative)

Office use only

Date	Inspected ✓	Pass/Fail (P/F)	Signature

Retreat Contract

_____ agrees to abide by the following terms and conditions
(name of parish/group) outlined in this contract.

Terms and Conditions:

1. The CSE is a Catholic organization and has as its principal vocation to promote Catholic Christianity. Guest group members agree not to practice, promote, or teach anything contrary to the teaching and traditions of the Catholic Church.
2. The CSE is a **smoke free** environment – no smoking or vaping is allowed in the building or on the property.
3. Quiet time is at **11 pm** in all areas except for the basement meeting room. All exterior doors will be locked at this time.
4. Guests will not behave in a way that is demeaning or disrespectful to the CSE staff or values.
5. Guests will not create any disturbances in the town of St. Malo during the time of their stay.
6. Pets are not allowed. Service animals only.
7. **Camp fires** are to be built only in the designated area in the back yard. Permission to have a camp fire must be received from the CSE host. All fires must be completely extinguished before leaving. You must supply all of your own firewood.
8. Guest groups are responsible and accountable for bringing first aid supplies and the treatment of all illnesses/injuries.
9. Guest groups are responsible for the supervision of minors at all times, as well as ensuring that all diocesan Safe Environment Policies are adhered to.
10. **No alcohol, cannabis products, or illegal drugs** may be brought or consumed at the CSE.
11. Groups agree to pay the cost of repairing any damage to the property of the CSE caused by one of its members. Groups agree to provide a damage deposit prior to arriving in one of two forms: a) valid credit card (would be charged only as needed) or b) a \$500 cheque which will be returned if no damage has occurred.
12. **Cleaning:** Groups are responsible for the cleaning of the space before they depart, once their retreat is complete. This can be done in one of two ways: a) Completing the Cleaning Contract or b) paying a \$300 cleaning fee. (please check one)
 - We will clean (please complete the Retreat Cleaning Contract)
 - We will pay the cleaning fee



While every precaution is taken for the safety and good health of the members of the Guest Groups while on site, the group representative's signature on this contract releases the Catholic School of Evangelization, its directors, staff members, and volunteers from any liability in the event of an illness, accident, or misfortune that may occur to any member of the Guest Group.

Affidavit: I have **READ** and agree to the conditions of the retreat request contract for the Catholic School of Evangelization.

Name of representative of the group (please print): _____

Signature: _____ Title: _____

Date: (d/m/y): _____

Name of Manager/Director of Organization (please print): _____

Signature: _____ Date: (d/m/y): _____

The Catholic School of Evangelization agrees to provide the services indicated in this agreement. The CSE reserves the right to take necessary action, including dismissal, should its clientele not comply with this agreement.

Signed: _____ Date: (d/m/y): _____
(CSE designated representative)

Please inform your group of the relevant details of this agreement. **Make a copy** of this contract for yourself; **return the original with your damage deposit and a completed copy of the *Retreat Cleaning Contract* (if applicable) and send to:**

Attention: Retreat Bookings, Catholic School of Evangelization

Mail: Box 570, St. Malo MB, R0A 1T0

Fax: 866-636-7783

Email: retreats@catholicway.net