

## **CSE Catholic Community Access Program Guide**

It would be our pleasure to welcome you as a guest at our facility. You will find in this guide all the necessary information when planning your retreat at the Catholic School of Evangelization (CSE). If you have any questions, please do not hesitate to call our office at 204-347-5396 or email us at [retreats@catholicway.net](mailto:retreats@catholicway.net).

### **Who is eligible?**

Any Catholic parish or ministry group as well as Catholic school that reside in Manitoba are 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

In order to make sure as many group 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

\*Please note that these are guidelines only. If a group parish has a need we can be flexible. Please contact us for more details.

## 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 – 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 totally, 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 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 are available and must be arranged for prior to the retreat. 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 the local Catholic Church is as follows:

- St. Malo (French) Saturday: 5 pm Sunday 11 am
- Blessed Margaret Poll (English) Sunday: 9 am

## Cleaning

Groups are responsible for cleaning after themselves before they leave the site at the end of their retreat. 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: <span style="float: right;">type (circle one): work home cell</span> |        |
| 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 <sup>st</sup> choice |              |       |                    |
|------------------------|--------------|-------|--------------------|
| Start                  | Date (d/m/y) | Time: | am/pm (circle one) |
| Finish                 | Date (d/m/y) | Time: | am/pm (circle one) |
| 2 <sup>nd</sup> choice |              |       |                    |
| Start                  | Date (d/m/y) | Time: | am/pm (circle one) |
| Finish                 | Date (d/m/y) | Time: | am/pm (circle one) |
| 3 <sup>rd</sup> 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***

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### **Clean up duties**

Continued on following page...

| <b>Room</b>   | <b>Duty</b>   | <b>Duty done (✓)</b> |
|---|---|----------------------|
| 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/<br>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,<br>front entrances,<br>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***

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\_\_\_\_\_ 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