

Rental guide

It would be a pleasure to welcome you as a guest at our facility. You will find in this guide all the necessary information when planning to rent our facilities. If you have any questions, please do not hesitate to call our office at 204-347-5396 or email us at rentals@catholicway.net.

Location

The CSE is located 45 minutes south Winnipeg on Highway #59 in the town of St. Malo. We are within walking distance of the St. Malo Provincial Park which offers a variety of activities including: swimming, hiking, trails, bicycling, volleyball court, play structure, watercraft rentals, canoeing, cross-country ski trails and more. You will find a general store services a quick walking distance from the CSE and the St. Malo grotto is only a 10 minute walk away. Also available a short drive from our facility is activities such as equestrian and archery. For any medical needs, the De Salaberry Medical Center in St. Pierre Jolys is a 10 minute drive from our facility.

Facility information

We offer approximately 10000 sq. feet of space in our building. We are able to sleep 62 persons with bunk beds, when there are no other programs going on. For sleeping capacity, please consult the chart below. The dining room can accommodate 50 people comfortably and depending on the season, extra seating for. Also available are two other meeting/multipurpose rooms that are in the 300 to 400 sq. foot range, that may be available depending on programming. Finally, 800+ sq. foot chapel can accommodate approximately 60-70 people with possibility of overflow seating for 20 people. Our facility is wheelchair accessible except for the lower-level room. Because of ongoing programming, not all rooms are available at all times; **please check with us regarding your needs.**

COVID-19 restrictions - Because of the current COVID-19 pandemic, certain restrictions are in place. Please call the CSE for details (204) 347-5396.

<u>Dorm**</u>	<u>2nd floor (men)</u>	<u>Main floor</u>	<u>Lower level (women)</u>
2 beds	<i>n/a</i>		2
4 beds	<i>n/a</i>	4	
6 beds	<i>n/a</i>		
8 beds	<i>n/a</i>		4
10 beds	<i>n/a</i>		
Total beds	0	16	36

Equipment

*Rental groups may request the use of our electronic equipment such as; overhead projector, sound equipment, LCD projector and our sporting/recreational equipment (canoes, various sports balls). Firewood is provided for on-site campfires. *** These services are available for an additional fee. Please enquire. Safety standards must be adhered to as outlined by the CSE administration.*

In order to better understand the services we offer, please read all the following information. This will assist you in deciding what type of booking you would like to make.

Hosting

Upon arrival, you will have one resource person available to you throughout your stay. They will be available to:

- Answer questions
- Give a tour to leaders of the rental group
- Available to make photo copies (copies are done at a modest fee)
- Set temperature controls
- Start camp fires
- Help with any equipment rental.

Food Services

Food services are not available at this time. If you would like to have your event catered, please contact us and we can send you local catering information. There is a full kitchen equipped for all your needs if you wish to provide your own food. Please contact us for more details. Please note: Due to ventilation system, open deep frying (stove top deep frying) is not allowed.

Sacramental Services

It may be possible to assist you in finding a priest to celebrate certain sacraments with you. Please note that Sunday Mass at the Saint Malo Catholic Church is at 5pm Saturday (French), 9am (English) and 11 am (French)

How to go about booking a rental

1. View our rates below and decide which type of rental you require.
2. Select optional equipment you would like to rent.
3. Fill out Rental Request Form, complete with rental date requests found on page 4 of this document.
4. Sign and date Terms and Conditions sheet found on page 5 of this document.
5. Mail, fax, or email the completed forms at your earliest convenience. Rentals 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 the booking process.

Catholic School of Evangelization

P.O. Box 570 St. Malo, MB, R0A 1T0 • Phone: 204-347-5396 • fax: 866-636-7783

E-mail: rentals@catholicway.net • www.catholicway.net

Rates

Overnight rates

Basic rental charge: Weekday: \$17/person per day

Weekend: \$22.50/person per day

Janitorial fee: \$300

Non-overnight rates (9am to 6pm)

Basic rental charge: Weekday: \$7/person per day

Weekend: \$9/person per day

Janitorial fee: \$150

Optional Equipment Costs

LCD projector - \$20 per day

Unlimited use of Wi-Fi - \$10

Sports balls – Free

Premium outdoor sports equipment

- canoe package (includes all necessary safety equipment) - \$10/canoe/hour
- archery package (includes bows, arrows, targets) - \$3/person
- snowshoes - \$4/pair

***** any costs due to damage to this equipment will be deducted from the damage deposit**

Damage Deposit

A damage deposit is required at the time of booking the rental. A renter can leave this deposit in one of two ways, either: a) valid credit card number, security number and expiry date to which costs of repair or replacement will be charged, or b) a \$500 check upon rental booking. Upon post rental assessment, checks will be returned if there is no damage to the CSE or its equipment.

Rental Cleaning Contract – not available at this time due to COVID-19

We understand that some groups may have limited funds. In order to help with this situation, arrangements can be made where the rental group is responsible for the cleaning of the building before leaving. A Rental Cleaning Contract will need to be signed and an inspection by the Host will be done prior to departure. If there is a failing inspection, the group will have 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.

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Rental request form

Name of organisation:			
Contact person:		title:	
Phone:	(home)	(work)	(cell)
Email:			(fax)

Rental information

Purpose of rental						
Approx. # of participants*	(under 5 years)	(5-10 years)	(11-17 years)	(adult supervisors)	(adults)	total
<input type="checkbox"/> Day	<input type="checkbox"/> Overnight					

Optional Equipment Reservation

<input type="checkbox"/> LCD projector (\$20/day)	<input type="checkbox"/> Canoe Package (\$10/canoe/hour)	# of canoes _____
<input type="checkbox"/> Unlimited WI FI (\$10)	<input type="checkbox"/> Archery Package (\$3/person)	# of people _____
<input type="checkbox"/> Sport Balls (free)	<input type="checkbox"/> Snowshoes (\$4/person)	# of people _____

Dates requested

1st choice

Start:	____(day) _____(month) _____(year)	____:____(am/pm)
Finish:	____(day) _____(month) _____(year)	____:____(am/pm)

2nd choice

Start:	____(day) _____(month) _____(year)	____:____(am/pm)
Finish:	____(day) _____(month) _____(year)	____:____(am/pm)

3rd choice

Start:	____(day) _____(month) _____(year)	____:____(am/pm)
Finish:	____(day) _____(month) _____(year)	____:____(am/pm)

Signature: _____

Position : _____

Date : _____

Please fax to (866) 636-7783 or email rentals@catholicway.net a copy of the request form. A representative will be in touch with you shortly to give you a quote and book a date. We will then send you out a contract.

*the total number of participants **must be** confirmed within 5 persons at least two weeks before arrival. Renters will be charged this number of persons unless the actual number is higher, in which case you will be charged for the actual number.

**Renters are expected to provide adequate supervision for all youth in attendance.

Office use only	Recv'd: __/__/__	Contacted: __/__/__	Contract sent: __/__/__	Deposit recv'd: __/__/__
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The renter agrees to abide by all the terms and conditions 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 teachings and traditions of the Catholic Church. This includes the area of sexual relations and family.
2. The CSE is a **smoke free** environment—no smoking is allowed in the building.
3. Quiet time is at **11pm** 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 CSE staff or values.
5. Guests will not create any disturbances in the town of St. Malo during the time of their rental.
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 rental host. All fires must be completely extinguished before leaving.
8. The renter agrees to pay the cost of repairing any damage to the property of the CSE caused by one of its guests. The renter agrees to provide (before rental) either a) valid credit card number and expiry date to which costs of repair or replacement will be charged or b) a \$500 cheque upon rental booking which will be returned if no damage has occurred.
9. Guest Groups are responsible and accountable for bringing first aid supplies and the treatment of all illnesses/injuries.
10. **No alcohol or illegal drugs** may be brought into or consumed at the CSE.

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

CANCELLATION POLICY: The deposit is non-refundable but is transferable to another date if cancellation occurs due to inclement weather. Cancellation due to weather must be a mutual decision between the group representative and CSE's director. If rescheduling is not possible, a full refund will be given. If cancellation takes place less than 90 days of your retreat date and is not due to inclement weather, your group will be charged 50% of the expected total income based on your original booking.

AFFIDAVIT: I have **read** and agree to the conditions of the facility rental contract for the CSE.

Signature: _____ Position: _____ Date: _____
(Representative of rental group)

Signature: _____ Position: _____ Date: _____
(Manager / Director of Organization)

The CSE agrees to provide the services indicated in this agreement at the specified fee. The camp reserves the right to take necessary action, including dismissal, should its clientele not comply with this agreement.

Signed: _____ Date: _____

Please inform your group of the relevant details of this agreement. **Make a copy** of the contract for yourself; **return the original with your deposit and a completed copy "Rental Cleaning Contract" if applicable and send to: Attention: Rental Bookings • Catholic School of Evangelization**

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