



DIOCESE OF AUSTIN

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**CEDARBRAKE CATHOLIC RETREAT CENTER**



## DIOCESE OF AUSTIN

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### **Policy on Reserving Facilities**

*Effective 2009*

In order to serve the needs of the people of God in the Diocese of Austin and to be responsible stewards of the gifts given to the diocese, the Diocese of Austin issues the following policy:

The diocese has at its disposal a tremendous resource in Cedarbrake Catholic Retreat Center.

- I. It is required that all diocesan offices contact Cedarbrake first when attempting to reserve facilities for retreats and group events.
- II. If Cedarbrake facilities are not available or cannot accommodate the event, permission from the diocesan Bishop or the diocesan Chief Financial Officer is required to reserve a hotel or other commercial facility.
  - A. Only the Bishop or the Chief Financial Officer has the legal authority to sign a contract on behalf of the diocese.
  - B. This section applies only to diocesan offices.



## DIocese OF AUSTIN

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### **Policy on Cedarbrake Catholic Retreat Center**

*Effective 2009*

In order to serve the needs of the people of God in the Diocese of Austin and to be responsible stewards of the gifts given to the diocese, the Diocese of Austin issues the following policy:

- I. The person responsible for the group will be held liable in case of damage. Any damage must be reported to the caretaker at the time of departure. In case of major spills on the carpet, please notify the caretaker immediately.
- II. No outdoor fires of any kind at any time are permitted on the premises.
- III. Candles are not permitted anywhere except for the two altar candles for liturgies in the chapel, lodge and conference center.
- IV. Smoking is permitted only:
  - A. At the front entrance to the lodge and chapel
  - B. On the screened porches at the conference center and the houses
  - C. Because of danger of fire, smoking is not permitted anywhere else
- V. Do not move the dining room tables or chairs, any of the living room furniture, or pillows from the lounges, lodge or conference center.
  - A. Do not take the chairs outside.
  - B. If any other furniture is moved, please return it to its original place.
- VI. Food and beverages are not permitted on the upper level of the lodge.
- VII. The fire exit on the second level of the lodge is to be used as an emergency exit only.
- VIII. Barns and other buildings around Cedarbrake are private property and must not be entered.

- IX. With the exception of authorized service animals, no animals of any kind are allowed.
- X. Strict policies on deposits and cancelations will be enforced.

NOTE: Policies II, III, and IV are for fire safety and personal safety.



## DIocese OF AUSTIN

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### Departure Checklist

Take note of check-out list in rooms:

- I. Check all rooms, especially bathrooms, for trash and wet linens.
  - A. Turn off lights, AC/Heater, and ceiling fans.
  - B. Please check the grounds for trash as well.
- II. All kitchens: wash dishes, wipe counters and ranges, and sweep floors.
  - A. Food to be given away may be left in refrigerators.
- III. Bag all garbage in the lounges and place in the large garbage cans on porch.
  - A. Please put aluminum cans and plastic bottles in separate bags for recycling or recycling bins.
- IV. If you have used a fireplace, do not remove ashes; a Cedarbrake caretaker will attend to this.
- V. If any dining or stacking chairs have been used in the living room please carry them (do not drag them) back to their original places.
- VI. The person responsible for the group using Cedarbrake must go over these policies and departure checklist with the entire group.