

ARCHDIOCESAN YOUTH RETREAT CENTER

POLICIES:

Protecting God's Children

Groups with participants under the age of 18 years provide proper supervision. The Archdiocese requires one (1) adult chaperone for every 10 youth. Your group must also must adhere to the [Safe Environment Protocol document](#) (please read carefully) and provide us with a list of the chaperones who have been screened by a third party and received [Safe Environment training](#).

Insurance

If you are a school, parish or agency affiliated with the Archdiocese of Newark, you are already covered by the Center's liability insurance. If you are sponsoring a program at the Center and you are not a school, parish or agency affiliated with the Archdiocese of Newark, you must forward to us 10 days prior to your event, activity or rental taking place, proof of insurance with a limit of liability of one million dollars. The "Archdiocese of Newark CYO Youth and Young Adult Ministries Office" will be named as additionally insured.

Arrival & Departure

For Overnight and Weekend groups we ask that your arrival time be before 4:30pm so that our staff may greet you and review the basic housekeeping and safety details. Sunday departure time is 4:30pm; if you remain beyond this time you will be charged an overtime fee of \$25.00 per hour.

Safety

Smoke/flame free facility

This is a smoke-free and flame-free environment. Use of candles and incense is prohibited at the Center.

Smoking is confined to designated smoking areas outside the buildings.

Security

Maintenance staff on site until 11:00 pm and the Center is regularly patrolled by the Kearny PD.

Fire Safety

For overnight and weekend groups, you will be given a Fire List to be completed immediately and placed in the box next to the front entrance of the Center building. In case of fire, the fire department will take possession of this list to facilitate evacuation. Occupants may not change rooms after the fire list has been submitted.

Before your group retires for the night, please shut off or unplug all coffee makers or any other small electric appliances that may have been in use.

Please turn out all lights and air conditioning units when the rooms are unoccupied.

Courtesy

Food may not be brought in to any of the Retreat Center buildings. We can provide snacks and beverages. Please call in advance with your requests and we will quote you our per person cost.

Use only the areas reserved by your group

All group activities must end by 11:00 pm and lights out by 12:00 midnight; no exceptions.

PLANNING YOUR RETREAT

Availability is limited, so reserve your date at least one year in advance.

Your reservation is confirmed after we receive the following:

1. The completed and signed Reservation Form
2. The signed Agreement document; please read this document carefully as it serves as a contract.
3. A check or money order for your non-refundable deposit

We look forward to you and your group spending time with us.