BLESSED TRINITY SHRINE RETREAT CENTER

EXPECTATIONS OF HOSTED GROUPS USING BTSR FACILITIES

Thank you for choosing Blessed Trinity Shrine Retreat for your group’s retreat location. What a blessing! We look forward to your arrival and we are praying for your safe travels. To enable your time with us to run smoothly, we request that you comply with each of the items in this expectations document.

PLEASE TAKE NOTE THAT WE OPERATE ON EASTERN STANDARD TIME.

BEFORE YOU ARRIVE

- **Guest Guidelines**: Please read our Guest Guidelines and ensure everyone in your group understands the expectations and is prepared ahead of the retreat. [https://msbt.org/btsr/facilities](https://msbt.org/btsr/facilities)
- **Complete the Contract**: Please fill out, sign, and return the contract by mail or email. An email will be sent to you with a link to the Google Document.
- **Pay the Deposit**: You will receive an invoice through Stripe to pay the non-refundable deposit. You may pay with ACH or credit card.
- **Retreat Schedule**: At least seven days prior to the retreat, you are responsible for providing us with a copy of your retreat schedule.
- **Orientation**: BTSR will schedule a time for orientation that works in your retreat schedule.
- **Verify Number of Guests**: At least seven days prior to the retreat, you are responsible for providing BTSR with the final number of guests. After this date, if the number of guests drops, you are responsible for paying the retreat fee for the guest(s) who cancelled.
- **Presenter and Materials**: You are responsible for all retreat materials, arrangements, and transportation with/for your retreat guests and presenter(s).
- **Late Arrivals**: You are responsible for all arrangements related to late arrivals.
- **BTSR Equipment**: If you would like to use BTSR equipment, you must contact BTSR at least one month prior to your retreat for arrangements.
- **Candles**: Candles are PROHIBITED except in the main Chapel. If your group would like to have candles lit in the Chapel, please contact BTSR at least one month prior to your retreat for arrangements.
- **Mass/Confession**: You are responsible for scheduling a priest.
- **Snacks**: You are welcome to bring your own snacks and place them in the dining room. BTSR provides light snacks and drinks, available throughout the day.
- **Meal Times**: Please schedule your retreat around our set meal times, if possible. Breakfast 8:00am, Lunch 12:00pm, and Dinner 5:30pm.
- **Animals**: In accordance with the law, only service animals are allowed in the facility. Please contact BTSR at least **one month prior** to your retreat.

WHEN YOU ARRIVE
▪ **Arrival Time**: Please ensure your group honors the arrival time noted on the contract.
▪ **Check-In**: You are responsible for greeting and checking-in the guests for your retreat.
▪ **Room List**: For emergency response purposes, please provide us with a copy of the room list.
▪ **Final Payment**: Please provide us with your final payment no later than the day of your arrival, if paying by check, or within three days of receiving the final Stripe invoice.

**WHILE YOU ARE HERE**

▪ **Cell Phones**: Only AT&T and Verizon work on our property. If the phone is set to automatic, it will register as Central Time. You will need to set your phone manually if you want it on Eastern Time.
▪ **Damage**: Any damage incurred to the facilities should be reported immediately. Financial responsibility may be your responsibility.

**WHEN YOU DEPART**

▪ **Guest Room Instructions**: Please follow the instructions located in the guest room.
▪ **Guest Survey**: Help us improve our retreat center by filling out the guest survey located in your guest room or at the welcome desk.
▪ **Departure Time**: Please ensure your group honors the departure time noted on the contract.

We thank you for your cooperation with these expectations.

If you have any questions, please contact BTSR.

**Email**: btsr@msbt.org
**Phone**: 334-855-4474
**Checks**: Please make checks payable to MSBT

________________________________________________________________________
Group Representative’s Signature  Date

________________________________________________________________________
Group Representative’s Printed Name

________________________________________________________________________
Co-Signer Signature, if applicable  Date

________________________________________________________________________
Co-Signer Printed Name