



BON SECOURS SPIRITUAL CENTER

WELCOME/GENERAL INFORMATION

Bon Secours Spiritual Center is a retreat and conference center sponsored by the Sisters of Bon Secours. We welcome you as our guest and provide the following information for your convenience. Your participation in Center activities may be recorded by photograph, video or another recording device for use in present and future archival and/or marketing campaigns. If you do not wish to allow your image to be used in this way, please notify a staff member

**Lodging check in time 3:00 p.m.; check out time 11:00 a.m.
Breakfast 8am, lunch noon, dinner 6pm**

- Bookstore Data Port/Library** Located on the lower level in the South corridor are internet computers and a printer. The Bookstore is open daily from 10:00 a.m. until 3:00 p.m. The Library is available 24/7. Please check the Registration Office for any changes.
- Candles** **Candles are not to be burned in any room, except the Chapel, per local fire codes.**
- Phones/Fax/Copies** There are no pay phones located in the Center and cell phone reception may not be the best because of the stone walls. Please be considerate of others when using your cell phone inside the Center and on the grounds. Please *do not* use cell phones near the Labyrinth, Pond, and Peace Garden areas. Guest phone messages and faxes will be posted on the bulletin board in the Guest Assistance Office located near the main entrance. If you wish to send a fax please come to the Guest Assistance Office where directions and cost are available. Copies are also available at .15 black and white or .45 color.
- Chapel** The Chapel is located on the main floor in the center of the building. Mass is celebrated at 11:00 am daily. Please check with the Guest Assistance Office for any changes.
- Children** In consideration of our guests who come to Bon Secours for quiet, reflection and prayer, we have designated our Spiritual Center as an adult environment (no children under age 18).
- Fitness Center** The Fitness Center is located on the lower level. Hours are 6:00 am – 10:00 pm daily for guests of the Center. A “Release of Liability” form (available in the Guest Assistance Office and Registration Office) must be completed before equipment use (kept on file for one year). Towels, water and equipment cleaning supplies are provided.
- Floor Plan** A detailed floor plan and fire plan is available in the binders provided in each of the lodging rooms.
- Food** Guests are encouraged to use Bon Secours Food & Beverage services. However, if special foods are required, there is a refrigerator and microwave available in Hospitality Room 2. If you place food items in the refrigerator, please be sure to mark each item and take leftovers with you when you leave or dispose of them. Please do not keep food in your lodging room. Adult beverages are permitted on the premises, though it is not supplied by our Food and Beverage Department. Special dietary needs/requests may be discussed upon your arrival *with a supervisor* in the Food and Beverage Department on the lower level. Upscale and special meal menus may be arranged *in advance*.
- Grounds** The Center’s 313 acres are available for hiking, walking, bird watching and relaxing. Hiking with a buddy is recommended and we advise against walking off road after dark. Please also be aware of ticks, snakes, or any other type of wildlife you would normally encounter in a wooded area. There are many deer, birds, squirrels, chipmunks, rabbits, and fox on the grounds.

- Internet** Each lodging room is internet ready and hard wired for guest use (Comcast High Speed); when departing, please leave the connection wire supplied in each room.
- Laundry** A coin-operated washer and dryer are available for your use on the lower level of the Center. An iron and ironing board are available on each lodging wing.
- Lights** Please help us to conserve energy by turning off lights and equipment when leaving a room.
- Lost/Found** Abandoned items are returned to the Guest Assistance Office.
- Mail** Out going mail may be left with the Registration Office Staff at the Lobby Window. Received mail is placed on the bulletin board in the Guest Assistance Office.
- Meals** The Dining Rooms are on the lower level, to the left and right of the elevator. A sign is posted outside the dining room to which you are assigned as well as placards on the tables to indicate your group's seating. **Meal tickets are to be obtained from the Registration Office upon arrival. The color coded tickets are distributed in plastic pockets and must be shown when entering the dining room for meals. Guests are also requested to wear the lanyards at all times as a means of identification as a Center guest.**
- Office** The Spiritual Center is staffed 24/7. If you need assistance at any time, come to the Guest Assistance Office or dial "120" on the telephone located at the elevator. The Registration Office is staffed from 7:30 a.m. until 9:30 p.m. daily; after that time, a guard is available in the building or by calling an emergency number **443.398.1525**. Guests who expect to return to the Center after 9:30 p.m. should alert the Front Office Staff and a message will be left for the Guard
- Pets** Pets of any kind are not permitted on Center grounds, except for service animals.
- Pond** Our beautiful pond is a wonderful place to relax and reflect. Please be considerate of others in the area and keep conversations low and cell phones on vibrate. *Please do not feed the fish or ducks.*
- Pool** The outdoor pool is open in season from 7:30 a.m. to 9:00 p.m. daily. Guests of the Center are most welcome to use the pool, at their own risk; there is **NO** lifeguard. A "Release of Liability" form (available in the Guest Assistance Office or Registration Office) must be completed before using the pool. Pool guests are also requested to sign in and out at the Lobby Window. Pool towels are available.
- Quiet** While some retreatants may be observing silence, others in attendance are not required to do the same. However, please be considerate of others by keeping noise and conversations low, especially in the bedroom areas. Guests are requested not to bring additional sound systems or loud AV equipment and to keep the doors of their meeting rooms closed so as not to disturb other guests and staff.
- Recycling** Recycling bins are provided in the Hospitality Rooms; please make use of them.
- Smoking** For your safety and a more healthful atmosphere this facility is designated as "smoke free." Smoking is permitted in the parking lots only.
- Toiletries** Toiletries are not provided, please bring personal toiletries for your stay (soap, shampoo, toothpaste). If you forget an item, please check with the Guest Assistance Office where a small supply of toiletries is kept. All linens are provided (sheets, blankets, towels).
- Vending Machines** A soda and candy machine are located on the lower level.

INDEMNIFICATION

The Client will indemnify and hold harmless the Bon Secours Spiritual Center from any and all liability, claims and suits by reason of personal injuries occurring to any person or persons on or about the Center premises, including the grounds, and agrees to assume all risk of loss, injury, or damage to property belonging to any person, arising out of the Client's use of the Center premises. Bon Secours Spiritual Center assumes no responsibility for any lost or stolen articles or damage to vehicles. A safe is available for storage of valuables.

Revised January 2008