

**St. Mary & St. Moses Abbey
Corpus Christi, TX**

Retreat Center Reservation Agreement

I. Retreat Center Rules and Guidelines

Groups of ten (10) or more are asked to make arrangements at minimum three (3) weeks in advanced.

Retreat Center Information, Rules and Guidelines

In addition to the Retreat Center's guidelines listed below, please refer to the general rules and guidelines of St. Mary & St. Moses Abbey, posted on the Web site, which are expected of every visitor.

Safety Rules

Church groups, spending an overnight retreat at the Abbey, must make safety their first and highest priority. Retreatants are responsible for their own insurance, and, by signing the reservation contract, waive all right of action against St. Mary & St. Moses Abbey. A certificate of insurance is required to be presented to the Abbey once the church group arrives. The Abbey is located right on the Corpus Christi Lake. All retreatants must exercise caution. No exceptions.

Animals/Pets

Please leave your pets at home. Pets are not allowed on the Abbey's premises.

Smoking, Drugs and Alcohol

The Abbey and its Retreat Center are smoke-free, drug-free and alcohol-free facilities. Use of cigarettes, drugs and alcohol is strictly forbidden.

Cleaning

Retreatants are responsible for leaving the Retreat Center facilities in the same condition (or better!) in which they were found. This includes the grounds, the rooms, including thoroughly cleaning the bathroom area and removing all trash. All materials that can be recycled, including cans, glass, plastic bottles and newsprint, must be cleaned and disposed of.

Chaperones

All groups must have a minimum of two adult chaperones (or servants), one of which is the Retreat Coordinator, who communicates with the monastery for the registration process. Same sex chaperones are required for the attending retreatants; and one (1) adult for every five (5) youth under age 18. Chaperones are required to stay in each building used. Chaperones are expected to maintain discipline of their group to ensure a safe retreat experience for everyone using the Retreat Center.

Quiet Hours

The Retreat Center observes quiet hours from 8:00 p.m. to 7:00 a.m. During this time, no one is to be outside of assigned areas without an adult. Please respect the experience of others on the property.

Retreat Termination will occur and a fine will incur if your group:

1. Damages, defaces or removes any Retreat Center property;
2. Fails to comply with the rules and guidelines of the Retreat Center;
3. Disturbs other people and/or unoccupied buildings during your stay; and
4. Brings cigarettes, alcohol or drugs on property.

Permission Letter

A permission letter is required for church retreats, in order to take the blessing of staying overnight at the Abbey. Please note that the registration **will not** be complete except if you have a permission letter from the Church Priest, sponsoring this overnight retreat at the Abbey. For church retreats, one (1) permission letter must be submitted on behalf of all the individuals that will attend the retreat at the Abbey. This letter must be submitted by fax, from the Church Priest to the Abbey, in the same day you register online for a retreat; otherwise, the registration will be denied. If the application is approved, the Retreat Coordinator will receive a "Registration Complete" e-mail from the Abbey within three (3) days from the online registration date. If the application is denied, the Retreat Coordinator will be notified through e-mail. The Abbey reserves the right to deny any application without explaining the reasons.

Female Retreatants

Female retreatants are allowed to stay at the Abbey **ONLY** if they are accompanied by a priest for the entire duration of stay. In order for your registration to be approved and not denied, you have to provide the name of the priest that will accompany your group. The priest must also submit a letter to the Abbey by fax or e-mail in the same day of registration confirming his attendance.

Non Coptic Orthodox Visitors

Non Coptic Orthodox visitors are welcomed to visit and take the blessing of St. Mary & St. Moses Abbey. Such visitors will need to fill out the online suitable registration form—individual or church retreat—in order to request overnight stay at the Abbey.

Conventions

If you are interested in holding a convention—such as a Youth Convention, Kids Camp, Hymns Camp, Servants' Retreat, etc.—at the Abbey, please contact the Abbey.

Contact Information

Address: St. Mary & St. Moses Abbey
101 South Vista Drive
Sandia, TX 78383

Office Phone: (361) 547-3257; Office Fax: (817) 231-0135

Web site: <http://abbey.suscopts.org>; E-mail: stmarystmosesretreathouse@gmail.com

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Corpus Christi, TX**

Retreat Center Reservation Agreement

II. Agreement

Applicant (Church name): _____ City, State: _____

Church Priest: _____

Retreat begins on: ___ / ___ / ____; and ends on: ___ / ___ / ____

Age group (please check one): under 18 18-25 25-44 44-65 over 65

Number of people: _____

If we accept this application, our group agrees to abide by the rules and regulations governing St. Mary & St. Moses Abbey Retreat Center. We, the applicant, further agree to indemnify and hold harmless from any damage, loss of property, and injury to person while on the property. We understand that our group will provide an Accident Coverage Certificate upon arriving to the Retreat Center. We will also be responsible for any damage incurred, while at St. Mary & St. Moses Abbey Retreat Center, to facilities and equipment.

Church Priest: _____
(signature) (date)

(print name)

Retreat Coordinator: _____
(signature) (date)

(print name)

Note: This agreement must be received within three (3) days of submitting your Online Application to guarantee a reservation at the Retreat Center. Without a prior application and the signed agreement, your group will not be allowed for overnight stay at the Abbey's Retreat Center.

Submission: Please fax this agreement along with the online application confirmation page to (817) 231-0135.

Office Use Only Below This Line

Date Received: _____ Confirmation Sent: _____