



Diocese of Saginaw

CATHOLIC DIOCESE OF SAGINAW CENTER FOR MINISTRY CONFERENCE CENTER CONFERENCE AND MEETING ROOM POLICIES

The Catholic Diocese of Saginaw Center for Ministry Conference Center is a private facility and reserves the right to review events for purpose and content to determine if it is consistent with the mission of the diocese. Reservations are confirmed only after a rental agreement is signed.

Event scheduling and tours

Facility tours are available by scheduling an appointment at 989.797.6607. Business hours are Monday through Friday from 8 am – 4:30 pm. Evening and weekend appointments may be arranged in advance.

Booking and Deposit

A non-refundable deposit of \$ 100.00 is required to confirm all reservations. Upon booking of an event, the responsible party will receive the rental agreement specifying the arrangements. This agreement is to be signed, showing that all policies will be adhered to, and the original copy returned with the deposit to the Center for Ministry. A reservation is not confirmed until the deposit and agreement are signed and returned.

Liability Insurance

A Certificate of Liability Insurance to carry a minimum of \$1,000,000 of liability for each occurrence naming the Catholic Diocese of Saginaw, the Center for Ministry Conference Center, and Bishop Joseph R. Cistone, as additional insured for coverage on the use of the facility is required as part of the rental agreement. A Special Event Insurance Policy may be purchased through the MCC (Michigan Catholic Conference) for \$100 per event, per day. A copy of the coverage must be submitted to the Center for Ministry at least two weeks prior to the event.

Payment

Payment for all services provided by the Center for Ministry are required at the time services are rendered unless previous arrangements have been made with the guest services manager. Acceptable methods of payment are cash, personal check, cashier's check, or money order made out to the Diocese of Saginaw.

Cancellation

Cancellation notice received at least one week prior to your event, will result in 80% refund of any payments received, excluding the non-refundable deposit at time of booking. If the event is cancelled less than one week from the event, no refund will be provided.

Food Service

All food and beverages are provided by the Center for Ministry Food Services. All special menu requests or dietary restrictions should be brought to the attention of the food services staff two weeks prior to the event for proper menu planning. Unless otherwise indicated, menu selections for events are scheduled by the staff. Outside food and beverages are not permitted. Cakes for special occasions are acceptable with advance notification.

Guaranteed Count/Attendance

At the time of booking an event, an estimated number of attendees for the event are required. All events with food and beverage require a final guaranteed count no less than seven (7) days prior to the event. This guarantee will be the minimum number for which food and beverages fees will be charged. Without this guarantee, fees will be based on the original estimated attendance as the minimum shown on the rental agreement.

Alcohol Service

The Center for Ministry has a strict Liquor Liability Exposures and Controls Policy enforced regarding use of alcohol on the premises. An Alcohol Request Form needs to be completed and submitted at the time of booking an event for consideration. Notification for use of alcohol at an event will be announced upon approval of request.

Decorations

We are happy to provide you with our complimentary house centerpieces for your event. Specialty centerpieces are available for an additional fee and must be arranged at the time of booking. The Center for Ministry does not permit the affixing of anything to our walls, floors, and ceilings of the rooms with nails, staples, tape, or any other material unless approval is given by the guest services manager.

Set-up

Customized room diagrams may be arranged at the time of booking. Rooms will be set as specified at least two hours prior to the start of your event. Any changes to the room set-up should be communicated to the guest services manager as soon as possible.

Audio Visual and Technology Needs

The following items are available for use and may incur charges: projectors, speaker system, microphones, podiums, lap top computers, screens, monitors and DVD/VHS players, flip charts, and video conferencing. For additional needs, please contact the guest services manager prior to your event to make necessary arrangements.

Overnight Accommodations

At the time of booking, an estimated number of overnight lodging rooms are reserved for your lodging needs. Seven (7) days prior to the event a rooming list of names with arrival and departure dates listed for each is required. This will be considered your final guaranteed count for lodging rooms and will be the minimum number of lodging rooms for which fees will be charged.

Staff

A Center for Ministry or diocesan staff member will be present for the duration of your event, unless other arrangements have been made in advance with the guest service manager. Additional staff for audio-visual and technical services may be arranged with the guest services manager at the client's expense at the time of booking.

Smoking

Smoking is strictly prohibited at the Center for Ministry Conference Center. Interior space and grounds are smoke-free.

Security

The facility is secured at all times. Doors may be programmed to be unlocked prior to the arrival time of your event provided someone is present in the lobby to greet your guests and be observant of those entering the building. Lobby should not be left unattended while doors are unlocked and doors should never be propped open.

Personal Property

The Center for Ministry is not responsible for any loss or damage to personal property while utilizing the facilities.

Promotional Considerations

We reserve the right to review and approve any advertisements or promotional materials concerning your function, which specifically references the Diocese of Saginaw and/or the Center for Ministry Conference Center.

Termination of Event

The Catholic Diocese of Saginaw Center for Ministry Conference Center reserves the right to terminate any event during the course of set-up or at any time during the event if the facility, personnel, or any other interested party is considered, in the sole discretion of the Catholic Diocese of Saginaw Center for Ministry Conference Center, to be in danger or harm.

**CATHOLIC DIOCESE OF SAGINAW
CENTER FOR MINISTRY CONFERENCE CENTER
CONFERENCE AND MEETING ROOM POLICIES**

FACILITY USE AGREEMENT

I affirm that:

_____ I have received the Catholic Diocese of Saginaw Center for Ministry Conference Center's Conference and Meeting Room Polices and will adhere to them.

_____ To the best of my knowledge, the purpose for which I am requesting use of the Center for Ministry Conference Center will not be contrary to the mission of the Catholic Diocese of Saginaw and I agree to promptly disclose any potential conflict of which I am aware or become aware to the Center for Ministry guest service manager.

_____ I understand that the use of the Center for Ministry Conference Center facilities is a privilege and subject to approval by the Chancellor with the understanding that the facility will be used only for the purposes as described on the Conference and Meeting Room Rental Agreement.

_____ I understand that I will be held financially responsible for all charges incurred during the use of the facility including any damages that may surface during use of the facility.

_____ I will purchase the MCC (Michigan Catholic Conference) Special Event Insurance or provide a Certificate of Liability Insurance naming the Catholic Diocese of Saginaw and Bishop Joseph R. Cistone, as additional insured for coverage on the use of the facility for my event. A copy of the coverage will be submitted to the Center for Ministry at least two weeks prior to the event.

Signature

Date

Printed Name

Witness Signature

Date

