

# GENERAL INFORMATION

## *Bergamo Center for Lifelong Learning*

4400 Shakertown Road  
Dayton, OH 45430-1075  
(937) 426-2363  
(937) 426-1090 fax  
[www.bergamocenter.org](http://www.bergamocenter.org)

### *Our Mission*

Bergamo Center for Lifelong Learning: a retreat and conference center founded in the tradition of the Roman Catholic Church and the Society of Mary, extends hospitality in a spirit of peace and renewal by providing a tranquil, natural environment in which individuals and groups refresh the body, expand the mind and renew the spirit.

In the Marianist tradition Bergamo Center offers holistic spiritual formation programs for youth and adults throughout life that deepens self-awareness, develop interior life and elicit a personal and communal faith response to changing times.

### *Our History*

Bergamo Center was founded in 1967 by the Society of Mary (Marianists) religious order. The Center was named after Bergamo, a small town in northern Italy, the childhood home of Pope John XXIII and origin of the revolutionary Montessori method of education.

Bergamo Center was founded on the spirit of this man whose vision and charism were embodied in the second ecumenical Vatican Council. Originally established as primarily a retreat house, Bergamo grew over the years to become a full-service retreat and conference center. Bergamo resides on the 150-acre campus of Mount Saint John, home to many Marianists activities.

Today, Bergamo Center hosts a diversity of guests from local business corporations, church groups and nonprofit organizations, area high schools and special interest groups. Bergamo's adult and youth departments sponsor a variety of retreats, workshops and programs for personal growth and spiritual development.



Thank you for considering Bergamo Center for your upcoming event. Our staff will make every effort necessary to ensure your stay is enjoyable and successful. We look forward to serving you.

*Rev. 1/1/15*

# MEETING ROOMS

## Conference Room Rates

Conference room rates include room setup and instructional equipment.  
All conference rooms in the entire building have WIFI access (MSJ Guest - no password required).  
Screen, two flipcharts, markers, podium, table and chairs are provided.

| <b>Room Name</b>  | <b>Full Day</b> | <b>4 Hours or Less</b> |
|---|-----------------|------------------------|
| Roncalli Assembly (Large Chapel).....   | \$400.....      | \$280                  |
| <i>No cost for Roncalli for liturgical purposes with rental of other Conf. Rooms</i>    |                 |                        |
| Darby Room .....  | \$370.....      | \$260                  |
| Saragossa Room.....   | \$240.....      | \$170                  |
| Barrett Room.....   | \$200.....      | \$140                  |
| Hoelle Room.....  | \$170.....      | \$120                  |
| Mary, Mother of Mercy, Chapel (Groups of 25 or less).....                               | \$100.....      | \$40                   |
| <i>No cost for MMOM Chapel for liturgical purposes with rental of other Conf. Rooms</i> |                 |                        |
| Small Group Rooms (10 persons or less).....   | \$60.....       | \$40                   |
| <i>Small Group Rooms available for \$50/day when renting a conference room.</i>         |                 |                        |

Rates Effective July 1, 2020

## Conference Room Specifications

| <i>Room Name</i> | <i>Room Size</i> | <i>Square Feet</i> | <i>Theater /Semi Circle Capacity</i> | <i>Classroom /V-Shape Capacity</i> | <i>Conference / U-Shape Capacity</i> | <i>Phone Outlets</i> | <i>Electric Outlets</i> |
|------------------|------------------|--------------------|--------------------------------------|------------------------------------|--------------------------------------|----------------------|-------------------------|
| Roncalli         | (80'x44')        | 3520               | 140                                  | 125                                | NA                                   | Yes                  | 11                      |
| Darby            | (60' x 29')      | 1740               | 100                                  | 75                                 | 35                                   | Yes                  | 10                      |
| Saragossa        | (39' x 25')      | 975                | 65                                   | 35                                 | 20                                   | Yes                  | 6                       |
| Hoelle           | (23' x 31')      | 713                | 35                                   | 20                                 | 20                                   | Yes                  | 7                       |
| Barrett          | (20' x 32')      | 640                | 35                                   | 20                                 | 20                                   | Yes                  | 8                       |

These capacities are the absolute maximum number that can be accommodated.  
For optimum usage and comfort, reduce number by 15%.

## Additional Equipment Rates

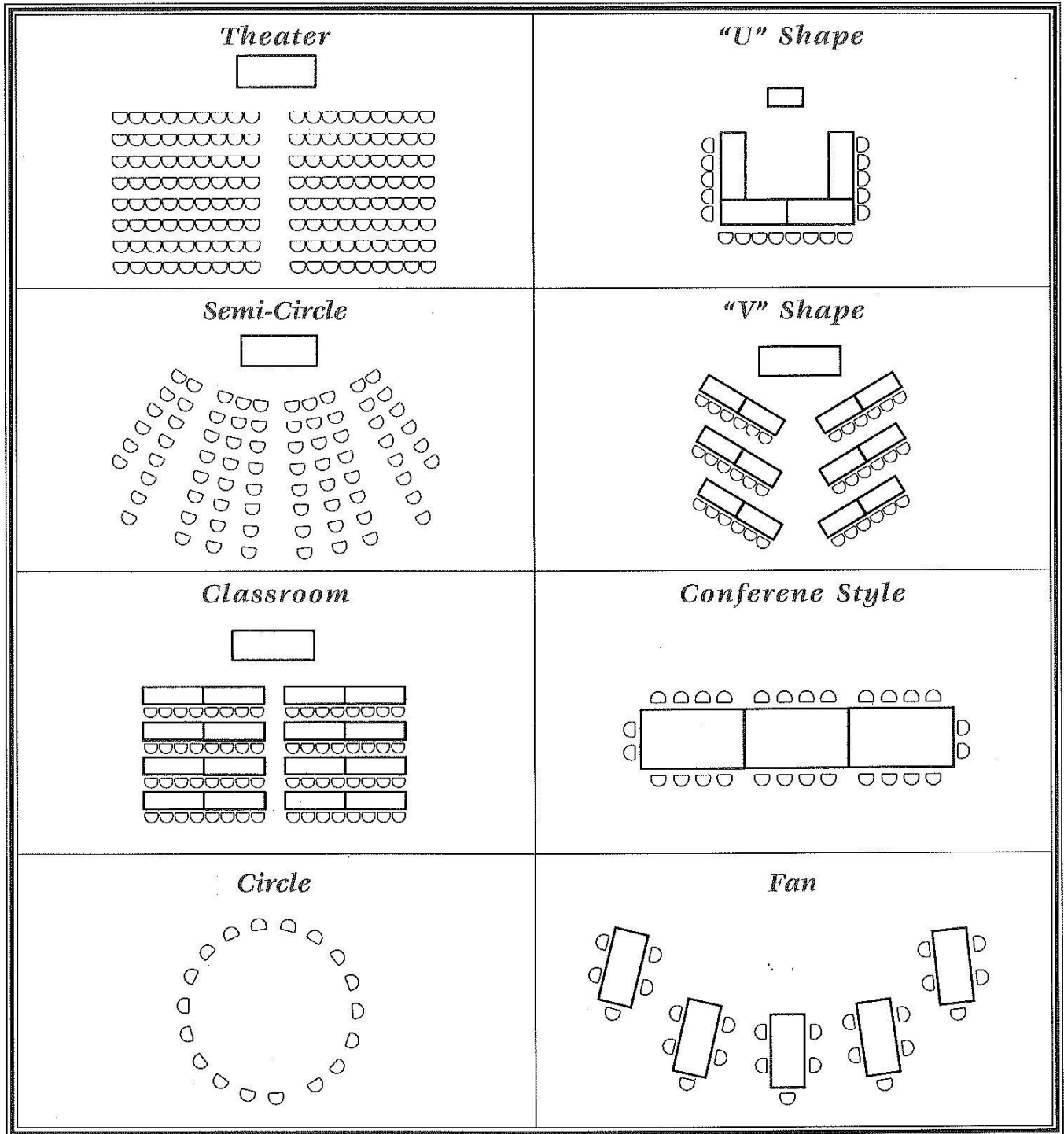
|                           |                    |
|---------------------------|--------------------|
| Projector.....            | \$25               |
| Refrigerator (small)..... | \$25               |
| Refrigerator (large)..... | \$50               |
| Vendor Table .....        | \$30/table & space |

*No additional gratuities or charges added. Rates subject to change without notice.*

***Bergamo Center is a smoke-free facility.***



# MEETING ROOM SET-UP DESIGNS



*Bergamo Center is a smoke-free facility.*

# OVERNIGHT ACCOMMODATIONS

Bergamo Center has 59 sleeping rooms with private bathrooms. Each room is equipped with a desk and chair. The rooms do not have a TV, telephone or alarm clock unless a clock is requested. Accessible rooms are available.

## *Number of Rooms*

|    |                  |      |
|----|------------------|------|
| 28 | Single Occupancy | \$62 |
|    | 1 twin XL bed    |      |
| 31 | Double Occupancy | \$80 |
|    | 2 twin XL beds   |      |

*Rates Effective July 1, 2020*



*Required county hotel lodging tax is included in these rates.*

*No other additional gratuities or charges added.*

***Thank you, but Marianist Province Staff are not permitted to receive tips.***

*Rates subject to change without notice.*

*Rev. 7/1/21*

# MEALS

Meals are ordinarily served at 8:00 am, 12:00 pm and 5:30 pm.

## **Main Menus**

*Minimum number is 15 persons*

*Menu changes by groups will be billed a 5% surcharge*

### ***Continental Breakfast***

**\$7.35**

Assorted muffins, sweet rolls, bagels, fresh fruit crudité,  
juice, coffee, tea and yogurt.

### ***Country Breakfast***

**\$8.65**

One meat item, one egg entrée, chef's choice of pancakes, waffles, biscuits, or hash browns, whole  
fresh fruit, hot and cold cereals, assorted muffins,  
juice, regular and decaffeinated coffee, tea and milk.

### ***Chef's Luncheon***

**\$11.00**

Two entrées, one vegetable, a starch item, one hot soup, salad bar, whole fresh fruit,  
lemonade, variety of juice, tea, coffee.

### ***Conference Dinner***

**\$13.90**

Choice of two hot entrées, dinner salad, rolls, a starch item, two vegetables, dessert, lemonade, tea,  
regular and decaffeinated coffee.

*Rates Effective July 1, 2021*



*No additional gratuities or charges added. Rates subject to change without notice.*

***Bergamo Center is a smoke-free facility.***

*Rev. 7/1/21*

# MIX & MINGLE

## Breaks

|  |                        |
|--|------------------------|
| <b>Break A</b> Sweet rolls, muffins, bagels, basket of fruit and orange juice..... | <b>\$4.00 / person</b> |
| <b>Break B</b> Sweet rolls, muffins, bagels.....                                   | <b>\$2.00</b>          |
| <b>Break C</b> Fruit crudités.....   | <b>\$2.00</b>          |
| <b>Break D</b> Basket of fruit.....  | <b>\$1.00</b>          |
| <b>Break E</b> Soft baked chocolate chip cookies.....                              | <b>\$1.00</b>          |
| <b>Break F</b> Vegetable tray and dip.....   | <b>\$2.00</b>          |
| <b>Break G</b> Coffee, tea, cocoa.....   | <b>\$1.25</b>          |
| <b>Break H</b> Canned soft drinks.....   | <b>\$1.00</b>          |
| <b>Break I</b> Cheese tray with crackers or hummus with pita chips.....            | <b>\$2.00</b>          |
| <b>Break J</b> Assorted snacks (choice of one).....                                | <b>\$0.50</b>          |
| 1) Potato chips and dip  |                        |
| 2) Tortilla chips and salsa  |                        |
| 3) Pretzels and dip  |                        |

## Socials

**Social A** Deli tray: ham, turkey, roast beef, American and Swiss cheese, pasta OR potato salad, assorted breads, condiments, potato chips and dip..... **\$7.50/ person**

**Social B** Italian meatballs, BBQ chicken bites or tenders, cheese cubes with crackers, potato chips & dip **\$7.50/person**

## Beverages (for guests 21 & over)

**Domestic Beer**..... **\$3 / can or bottle**  
**Imported/Craft Beer**..... **\$4 / can or bottle**  
**Wine**..... **\$4 / glass, \$11 / liter**

**Mixed Drinks**..... **\$6 / glass**  
**Premium Drinks**..... **\$7 / glass**

*Note: Alcohol sales are not available on Sunday*

**Canned Soft Drinks**.....**\$1 / can**

Bartenders are optional for beer and wine only, but mandatory with liquor and or cash bar. Groups may opt for open bar and be invoiced by drinks served. Bar set-up includes mixers, glassware and napkins.

**Bartender Fees:** \$20 per hour for set-up, service and cleanup (minimum three hours)

*Rates Effective July 1, 2021*

*No additional gratuities or charges added. Rates subject to change without notice.*

***Bergamo Center is a smoke-free facility.***

Rev. 7/1/21



# SIEBEN HALL GYMNASIUM RENTAL

## *Gymnasium Rental Rates*

Single Court \$50 per hour

2 courts (Full Gymnasium) \$80 per hour

There is no additional gym rental cost for schools groups already in agreement with conference rooms, lodging and dining.

Please contact the center for special rates for long term extended usage for more than one day.



Rev. 1/1/15

# DEAR GUEST,

*The following information may be helpful to you...*

- Check-in / Checkout** Check-in is 5:00 PM Checkout is 10:00 AM. Please return your key to the front desk.
- Front Desk** The front desk hours vary from day to day and with groups. If you need assistance with purchasing items, use of technology, phones, fax or mail service, need additional linens, searching lost and found or have problems with your lodging these are all matters that can be addressed at the front desk. If no one is at the front desk please use the house phone and call 2239, 2227 or 2247 to contact a staff person. Alarm clocks are available upon request.
- Emergencies** Please report all emergencies to the front desk. After closing time, use the desk house phone dialing 9 then 9-1-1. For non-emergency needs, use the front desk house phone and follow instructions to get the night manager.
- Fireplace** The gas fireplace may be lit for groups and creates a nice ambiance for gatherings and socials. Only Staff members may light the fireplace.
- Keys** Carry your room key at all times because your room locks automatically. The key also opens the main entrance. Please keep the key card away from phones and other electronic devices as it may become demagnetized.
- Pillows/Blankets** Extra pillows, blankets and towels and some toiletries are available at the front desk.
- Recreational Facilities** Maps and information on the Bergamo/Mount St. John nature preserve are located at the main desk. The preserve consists of a 1½ mile nature trail and 80 acres of woods, marsh and prairie habitats. Two guest bikes are available for adults to borrow.
- Room Temperature** Each room has its own thermostat on the wall which guests can adjust for their personal comfort. It is a challenge to keep conference room temperatures comfortable for every individual. We recommend that guests bring a sweater or light jacket just in case.
- Small Appliances** Per health department regulations, fire codes and insurance concerns all cooking is done by staff in the kitchen. No additional cooking devices (crock pots, toaster ovens, coffee pots) are permitted in the bedrooms, lobbies or conference rooms. Meals are served in the dining room. Coffee is available upon request in the dining room for early risers.
- Special Needs** If you have any special needs or questions, please inform the front desk.
- Valuables** Bergamo Center cannot be responsible for any valuables or articles left behind in the rooms. Please check your room carefully before leaving. Remember to lock your car and secure your valuables.
- WIFI/Technology** WIFI access is available throughout the building on the *MSJ Guest* network. No password is needed.

*. Bergamo Center is a smoke-free facility.*

We sincerely hope the friendly atmosphere at Bergamo Center will be conducive to a successful program and that your stay with us will be pleasant.

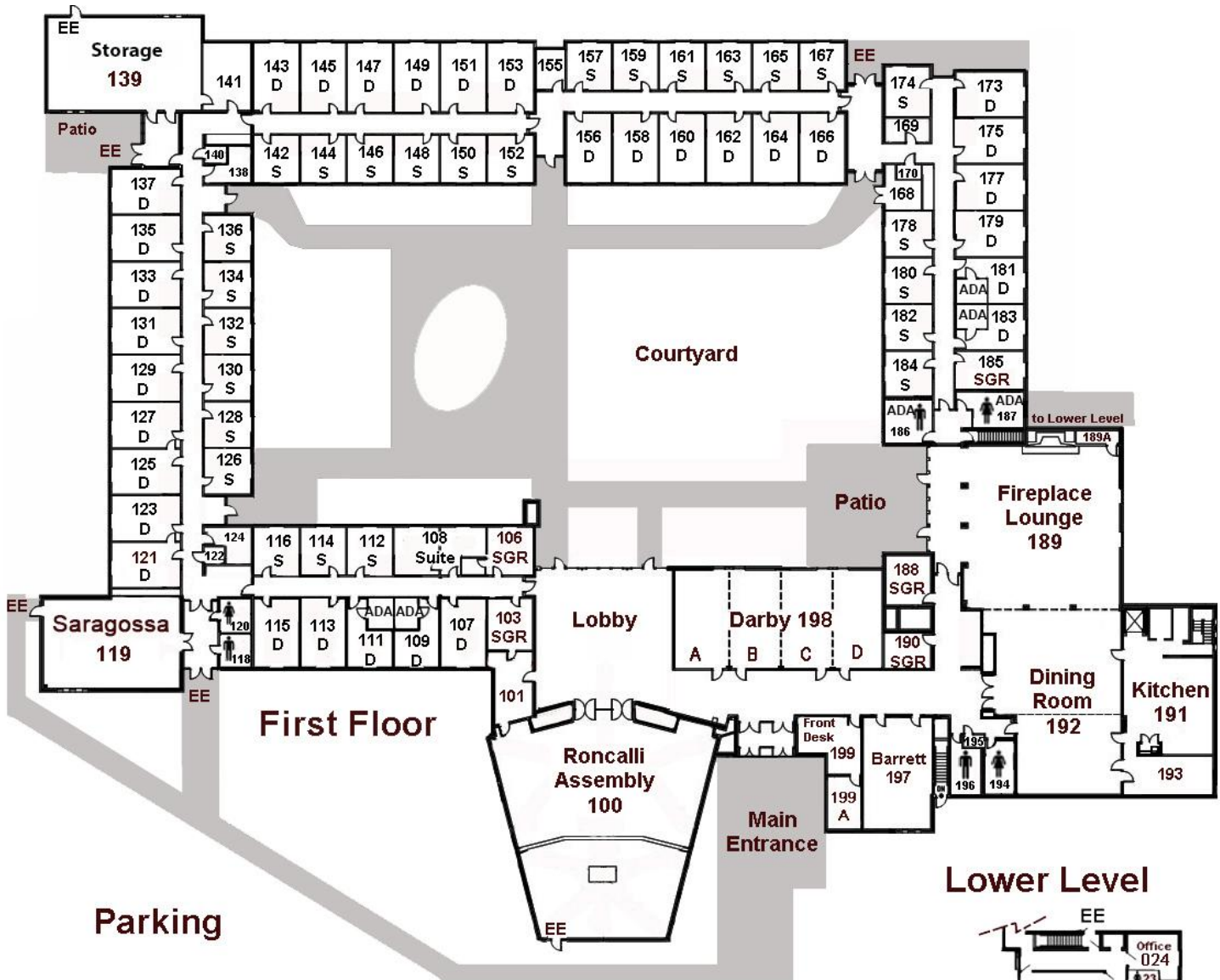
4400 Shakertown Road, Beavercreek, OH 45430-1075 (937) 426-2363 Fax (937) 426-1090

Rev. 7/1/21

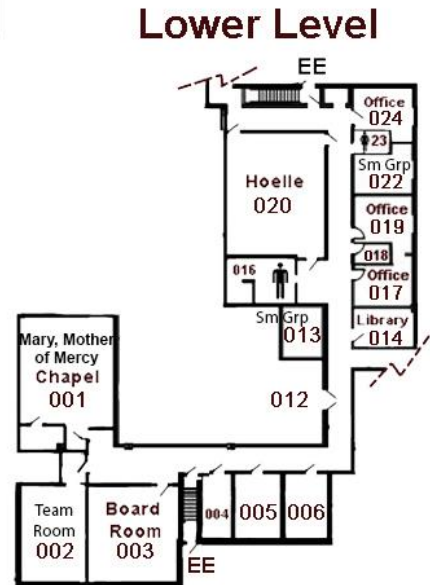




# BERGAMO CENTER FLOORPLAN



**D** - Double Bedroom  
**EE** - Emergency Exit  
**ADA** - Accessible  
**S** - Single Bedroom  
**SGR** - Small Group Room



Rev. 7/1/21



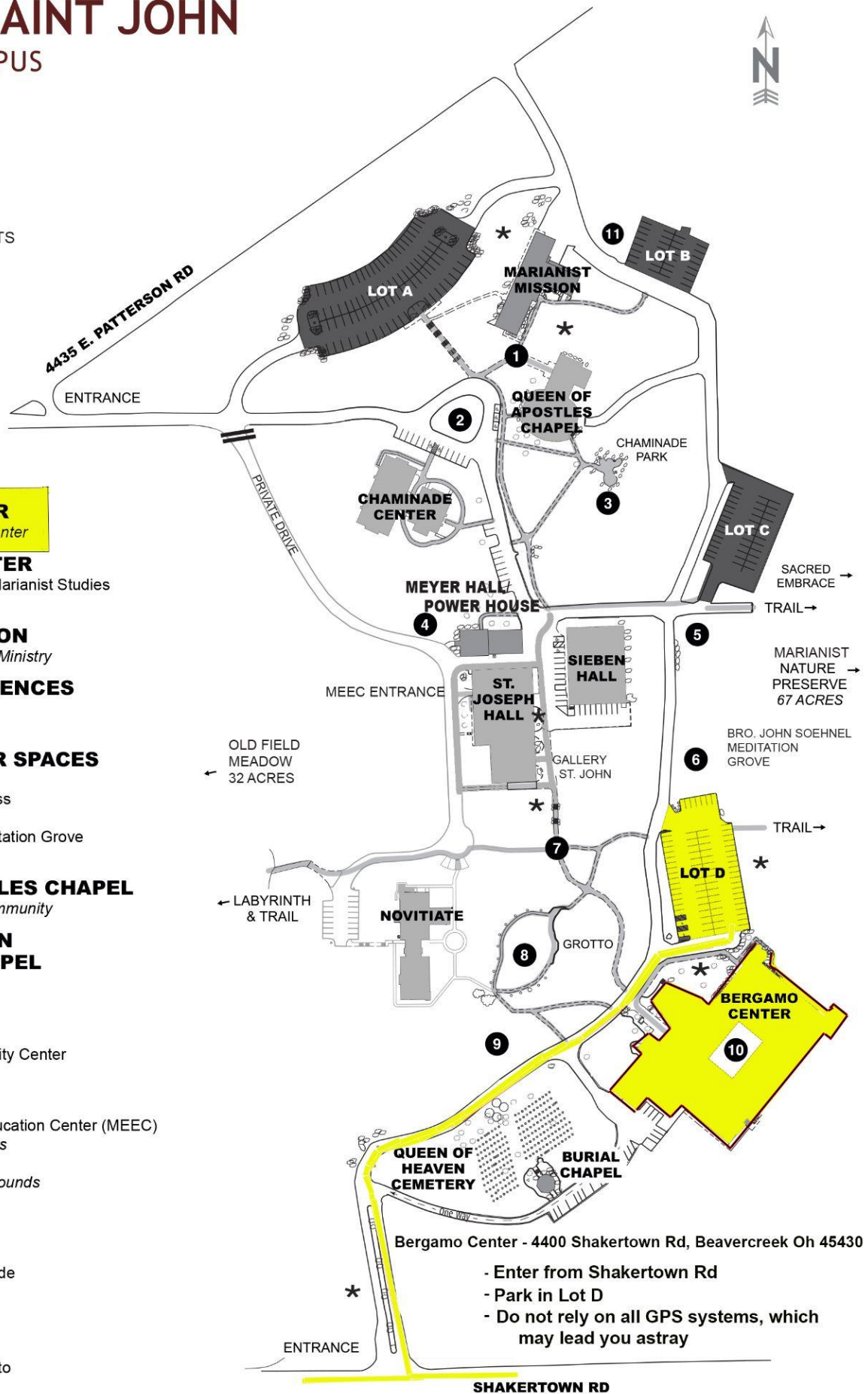
# MOUNT SAINT JOHN

## INTERIOR CAMPUS



### MAP KEY:

- VISITOR PARKING LOTS
- BUILDINGS
- WALKING PATHS



### BERGAMO CENTER

*Conference & Retreat Center*

### CHAMINADE CENTER

North American Center for Marianist Studies  
Madeleine Room

### MARIANIST MISSION

*Prayer & Religious Card Ministry*

### MARIANIST RESIDENCES

Meyer Hall  
Novitiate

### OUTDOOR PRAYER SPACES

Chaminade Park  
Grotto & Stations of the Cross  
Labyrinth  
Bro. John Soehnel SM Meditation Grove  
Sacred Embrace

### QUEEN OF APOSTLES CHAPEL

*Non-territorial Parish Community*

### QUEEN OF HEAVEN CEMETERY & CHAPEL

*For Marianist Religious*

### SIEBEN HALL

Gymnasium  
Queen of Apostles Community Center

### ST. JOSEPH HALL

Gallery St. John  
Marianist Environmental Education Center (MEEC)  
*Stewards of Natural Areas*  
Mount St. John Facilities  
*Stewards of Buildings/Grounds*

### SCULPTURES

- 1 St. John the Evangelist
  - 2 Our Lady of the Pillar
  - 3 Blessed William Chaminade
  - 4 St. Joseph
  - 5 Sacred Heart of Jesus
  - 6 Our Lady of the Eucharist
  - 7 St. Joseph the Worker
  - 8 Our Lady of Lourdes Grotto
  - 9 Our Lady of Grace
  - 10 Saint Pope John XXIII
  - 11 Sacred Heart of Jesus
- \* Bro. Mel Meyer, SM Sculptures

Bergamo Center - 4400 Shakertown Rd, Beavercreek Oh 45430

- Enter from Shakertown Rd
- Park in Lot D
- Do not rely on all GPS systems, which may lead you astray

# TRAVEL INFORMATION

## *Air Travel*

Bergamo Center for Lifelong Learning is a 23 mile commute from the Dayton International Airport. Shuttle Service to and from the airport may be obtained from the following:

### *Charter Vans*

- Service is offered M-F 8am to 5pm. Service by reservation is possible by calling 937-898-4043 or 1-800-874-0934. May need to leave message and phone number on voicemail and they will call back. Website <http://chartervans.com/> Estimated Fare, excluding tax & tip - 1 person = \$46; 2 Persons = \$23 per person; 3 or more = \$16 per person

### *Cabs (w/fare to and from Airport)*

- Callahan Premium Car Service – 937-789-3829, Sedan = \$89 + tip, SUV 9 pass van - \$95 + tip [callahanspremiumcarservice.com](http://callahanspremiumcarservice.com)
- Dayton Express Cab - 937-226-9999 \$60 + tip –(Usually at airport waiting for customers) [www.daytonexpresscab.com](http://www.daytonexpresscab.com)
- Clean Cab – 937-242-8779 \$55 plus tip credit cards & cash (Advises if needed for trip to airport early in the morning to reserve ahead of time to assure getting there on time as that is when they are busiest.
- Airport Cab - 937-813-8080 \$65 for trip to airport .
- Curbside Cab - 937-304-2674
- Anton’s cabs - 937-252-4756

### *Other Transportation Options to the Airport*

Estimated Fares from Dayton International Airport to Bergamo Center

- LYFT - \$37 plus tip
- LYFT XL (Stands for “eXtra Large” for groups up to 6) - \$52
- UBER-X - \$42 plus tip
- UBER-XL (Stands for “eXtra Large” for groups up to 6) - \$61 plus tip

## *Cycling*

The nation’s largest network of over 330 miles of paved off-street cycling trails may be accessed less than a half mile away from Bergamo on the Iron Horse Trail and two miles from the Creekside Trail.

Bergamo has 2 foldable bikes that may be borrowed by adult Bergamo guests and staff for cycling throughout the property and on the nearby trails. Guests may inquire about use of the bikes at the front desk.

Get maps and further information at Miami Valley Trails <http://www.miamivalleytrails.org/>



# DIRECTIONS

## TO BERGAMO CENTER



### NORTH

- I-75 South to US 35 East
- US 35 East to Woodman Dr. exit (SRB35)
- Right off exit onto Woodman Dr.
- Woodman Dr. South to Research Blvd. (Patterson Road)
- Left on Research through two traffic lights. At second light, continue straight onto Shakertown Road
- Bergamo Entrance is on Left: 4400 Shakertown Road

### SOUTH

- I-75 North to I-675 North
- I-675 North to Dorothy Lane/Indian Ripple Rd. (Exit 10)
- Left off the exit on Indian Ripple to County Line Road
- Right on County Line Rd. to Shakertown Rd.
- Right on Shakertown
- Bergamo Entrance is on Left: 4400 Shakertown Road

### EAST

- I-70 West to I-675 South
- I-675 South to Dorothy Lane/Indian Ripple Rd. (Exit 10)
- Right off the exit on Indian Ripple to County Line Road
- Right on County Line Rd. to Shakertown Rd.
- Right on Shakertown
- Bergamo Entrance is on Left: 4400 Shakertown Road

### WEST

- I-70 East to I-75 South
- I-75 South to US 35 East
- US 35 East to Woodman Dr. exit (SRB35)
- Right off exit onto Woodman Dr.
- Woodman Dr. South to Research Blvd. (Patterson Road)
- Left on Research through two traffic lights. At second light, continue straight onto Shakertown Road
- Bergamo Entrance is on Left: 4400 Shakertown Road

