

Housekeeping Guidelines for Guests

Bergamo Center for Lifelong Learning

General

- Please be considerate of other guests in the building. Remember the Golden Rule.
- Shoes or sandals must be worn at all times in the public areas especially the dining room for safety and health reasons.
- Group leaders please inform staff of any particular special needs of guests in your group (dietary, disabilities, & emotional needs.) Sending this information prior to the retreat helps staff & facilitators be better prepared.

Mount Saint John, Residences, Grotto, Nature Area - Labyrinth, Sacred Embrace, Woods & Prairie

- Please respect the privacy of the Marianist residences, Novitiate.
- In general please enjoy the nature of Mount Saint John in its quiet beauty.
- Respect the land. Avoid littering or disturbing the vegetation. Stay on the trails.
- Avoid damage and clutter at the Grotto by not climbing or placing items on the walls of the Grotto.

Bedrooms

- Checking out - check out time is 9:00 am or earlier.
 - Pick up trash and place in trash cans.
 - Leave sheets and bedspreads on beds.
 - Leave used towels in bathroom on the floor.
 - Return keycard to front desk.
 - Check under beds and in drawers for personal belongings.
- Adult leaders of youth groups check rooms before leaving to be sure nothing is left and trash is off the floor.

Dining Room

- We ask guests to help clear their tables after meals.
 - Cart is provided for dirty dishes.
 - Trash can is provided for table scraps and trash (sometimes placemats).

Liturgy Planning

- Groups planning to have mass as part of a retreat please check with our Bergamo Staff. Schools often bring their own materials for mass but if something is forgotten we may be able to help.
- Make arrangements to consume all Hosts & Precious Blood that may remain after mass.
- Instructions for proper handling of sacred vessels and linens are posted in the Sacristy.

Meeting Rooms (Conference and Small Group Rooms)

- Please use white candles only as colored wax stains.
- Lit candles should not be left unattended.
- Pick up any trash, food and candy from the floor and place in trash cans.
- Accidents happen. Notify the staff of any beverage spills/stains as soon as possible.
- Ask staff for any additional furniture. Do not remove furniture from lounges or bedrooms.
- Leave bedspreads, blankets and pillows in bedrooms.
- Don't write on the walls or on the carpet.
- Avoid the use of glitter and confetti, which gets ground into the carpet and difficult to clean.
- Use blue painter's tape on any walls. Avoid masking tape, clear box tape and duct tape.

Youth Group Guidelines

Bergamo Center for Lifelong Learning

Special Needs

In order to better serve our schools we ask that groups please inform us of any particular special needs we should be made aware of for any of the students in a group (dietary, learning disabilities, and emotional needs.) Please email us prior to the retreat so our staff and facilitators can be better prepared.

Liturgical Planning

Please check in with Bergamo Staff if your group plans to have a mass during your stay. Schools often bring all of their own materials for mass but if you have forgotten something we may be able to help you. Please make arrangements to consume all hosts and precious blood that may remain after mass.

Activities Outside and in the Evening

Guests are welcome to explore the property during free time. Of interest are the wooded & prairie hiking trails, sculptures and the Grotto. Guests are asked to stay on the trails, as ticks can be prevalent especially in the summertime.

The outside doors to the Bergamo Center are routinely locked at 9:00 pm. Groups that have an outdoor prayer activity later than that should notify the Bergamo staff. Permission for lighting of the grotto may be extended if requested. The Marianist Novitiate is near the grotto so groups must be quiet and respectful of the Marianist residents, if out after 10:00. No individuals should be out after 10:00 pm.

Room Use

First of all we understand that accidents will happen. We just ask that the students and school representatives contact us as soon as possible if an accident or spill occurs. Cleaning up is so much easier when we know as soon as possible. Signs are posted in the Conference Rooms stating this philosophy. We ask please no use of glitter, confetti, or silly string (inside or outside the Center) as these items get ground into the carpet and are a challenge to clean. Food is discouraged in the bedrooms. Additional cleaning charges may be applied if the rooms are mistreated.

Walls & Ceilings

The wallpaper we have in the Center is durable and will withstand the use of easily removable blue painters tape. We will have samples at the front desk. Please stock up on this type of tape when gathering your retreat supplies. Please eliminate regular masking tape, clear box tape and definitely remove duct tape from your supplies. Please absolutely no duct tape on the walls. The duct tape is strong enough that it can remove the paint off the wall and can leave residue on the walls. Although not visible at first, it does collect dirt and leaves the walls unsightly.

Some retreat groups may like to string Christmas style lights in the small group rooms. We ask that groups avoid hanging the lights from the ceiling but rather lay them around the perimeter of the floor. Again, please do not duct tape items to the walls.

Electrical Appliances

Please be aware of the Policy regulating no crock pots and other electronic food warming devices including toaster ovens in the bedrooms or conference rooms. Groups may only have snacks and cold foods. No hot foods as these devices are fire hazards and trip breakers in the conference rooms and add extra cleaning. Approved refrigerators, and microwaves may be rented

Candles

Use of candles is common with retreat experiences. Some retreat centers have discontinued the use of candles and moved entirely to electric candles. We will continue to allow candles, but ask that they be used judiciously. **Candles should not be left unattended in the small group meeting rooms.** They can set off the smoke detectors in the building.

The Christ candle of any group like the ones displayed in our lobby may be kept lit all throughout your retreat experience and are often left in place, unattended, in the Roncalli Assembly room safely lit on top of the altar. When using individual candles in the Assembly just be careful about dripping wax. It is terribly difficult to get out of the carpet. You may reference the damage clause in the contract about the school's responsibility when damages do occur.

Bedroom Check-in-check out

We thank guests for helping with checking out of the bedrooms. Check-out time is 9:00am. As a full service establishment we ask guests to leave the bedding alone when you leave. Do not strip the beds. Used towels may be left on the floor in the bathroom. We do ask your help in having the students place trash in the trash cans. We request that the adult retreat staff go around and check the rooms before leaving to ensure nothing is left and to be sure trash is picked up.

Water

Guests are encouraged to conserve water and may use and fill up their own water bottles to avoid disposable cups. Igloo coolers may be requested.