

MOTHERHOUSE POLICIES

Cancellation and Fees: Confirmed reservations must be canceled two weeks prior to the event. Please communicate a final attendee count by phone or email within 2 weeks of your event. Meal and Room charges will be based on your Reservation Request.

Motherhouse Chapel and Grounds: Our chapel is a beautiful, quiet prayer space. We invite you to join the Sisters for Liturgy of the Hours and daily Eucharist and you are welcome to experience the beauty and peace of our campus grounds.

Damages and Additional Costs: Any damages incurred to the buildings or property are the financial responsibility of the organization. If notes are posted in rooms during meetings, please use non-marking tape on interior walls. Placement of messages on buildings or campus signs is prohibited. Cork bulletin strips and push pins are provided in the Auditorium.

Motherhouse Environment: We appreciate your respect of our Care of Creation values that include appropriate disposal of recyclable trash, composting when available and treading lightly in the environment.

Food and Beverages: Food and beverages are allowed in approved areas or outdoors. Water in plastic bottles is not provided and we appreciate limited use of plastic bottles. Feel free to bring your own refillable water containers. Filtered water is available. Alcohol use – by arrangement.

Payment: Full payment is due prior to your event, based upon your signed Reservation Agreement. Please make check payable to: Dominican Sisters of Mission San Jose. **Indemnity:** The Dominican Sisters are not responsible for loss of personal property. Reservations are not final until the deposit is received.

Name Tags: Please wear name tags provided by your organization, which allow us to recognize your attendees.

Non-Smoking: The Motherhouse is a non-smoking facility.

Parking: The Main Parking lot is available for your event. Other parking sites – by arrangement.

Photo/Video Release: Photos or videos taken at your event may be posted on our website and/or in social media. If you/your group does not wish to be photographed, please inform us in advance.

Non-refundable Deposit: We require a deposit of \$75 upon reservation request.

Reservation Procedure: We request that you identify a primary contact person for the event.

Motherhouse Food Service and Schedules: Beverages (coffee/tea) and water are available for your event at no charge. Meal times are arranged with the Motherhouse Administrator. The Chapel is locked following evening prayer (6 PM) and Dining Room locked at 7:30PM, unless by prior arrangement.

Special Needs: Please inform the Reservations Administrator in advance of any special needs of participants.

Supervision: Youngsters must be supervised at all times in the reserved areas.