



RENTAL POLICIES

Effective January 6, 2010

The following is a list of policies for groups renting the facilities at Christ the King Seminary. Policies and rates are subject to change without written notice.

RESERVATIONS AND BILLING

All reservations are made through the Seminary Scheduler. All reservations are tentative until receipt of deposit. Reservation deposits are nonrefundable and non-transferable.

The Scheduler must have the final count for overnights and meals 10 days before the date of use. The group is responsible for payment of at least that number.

SALES TAX

New York State sales tax will be added to all invoices unless an organization provides us with their tax-exempt form. Payment must be made with a check from that tax-exempt organization.

INSURANCE REGULATIONS

Insurance regulations and liability concerns do not permit fishing or swimming in the Seminary ponds. An insurance certificate must be provided by the group within two weeks of the signed contract.

GROUP RESPONSIBILITIES

Groups are expected to leave the rooms in the condition they were upon arrival, to return furniture to its original placement, turn off all lights, close windows, and secure outside doors upon departure.

AUDIO-VISUAL EQUIPMENT

A TV/VCR/DVD is available in each Residence Hall.

Other A/V equipment is available only in the classroom building. It must remain there on its present floor level. Groups are advised to bring their own A/V equipment for use in other locations.

USE OF CHAPELS BY NON-CATHOLIC GROUPS

Directives of the Roman Catholic Diocese of Buffalo require that groups provide their own liturgical vesture and vessels. The group must take all Eucharistic breads and wine remaining after a service when they depart. The service must not be open to the public, i.e., those not in the reserved group.

ROOM SUPPLIES

Linens are supplied. Guests are asked to make their own beds and strip them upon departure, placing the soiled linens in the pillowcase.

All beds are to be made prior to their use.

CHAPERONES

For groups including members under the age of 21, one chaperone is required for every ten (10) adolescents. The group is to be chaperoned at all times both inside the Residence Halls and while on the grounds.

PETS

Absolutely no pets are allowed with the exception of service animals.

CANDLES

Beyond the use of candles on the altar no other use of candles is permitted in any building.

(over, please)

RATES: DAILY USE

| | |
|---|-------|
| Auditorium | \$250 |
| Campus Center | 250 |
| Up to four hours | 150 |
| Classroom | 80 |
| Large Aula | 100 |
| Dorm. Lounge & Chapel | 100 |
| Dorm. Lounge & Chapel, M-Th evening | 50 |
| Chapel | 200 |
| Chapel for Liturgy Only | 25 |

RATES: OVERNIGHT STAYS EXTRA ROOMS

| | |
|-------------------------------|-------|
| Residence Hall Rental | \$525 |
| (15-person minimum) | |
| Each additional room | \$35 |
| Suite with private bath | \$45 |

Groups staying at the Seminary have the use of the respective Residence Hall and lounge. Classrooms are available at the discounted rate of \$40 per classroom.

MEALS

Meals are served in the Seminary dining hall promptly at the following times:

| | |
|---------------------|------------|
| Breakfast | 8:15 a.m. |
| Lunch | 12:00 noon |
| Dinner | 5:45 p.m. |
| Sunday brunch | 11:30 a.m. |

To ensure the freshness of your meal, please arrive at the time shown. The dining room is locked at 6:30 p.m.

Preparation of food in the Residence Halls is not permitted.

MEAL RATES

| | |
|------------------------------------|--------|
| Breakfast | \$5.00 |
| Lunch | 6.50 |
| Dinner | 9.25 |
| Sunday Continental Breakfast | 3.75 |
| Sunday Brunch | 7.50 |