

## FACILITY AND SERVICE PRICES AND DETAILS

### Overnight Accommodations

#### **Two Wings Available:**

- North Wing** – Accommodates 66 guests  
Most rooms with 2 beds
- South Wing** – Accommodates 56 guests  
Most rooms with 5 beds

Separate leaders' suites available  
Meeting room included in each wing

#### **Private Accommodations for Priests and Religious Brothers and Sisters**

**\$40.00** per person single occupancy  
**\$35.00** per person double occupancy

Check In: Monday – Thursday 4:00pm  
Friday – Sunday 6:00pm  
**Check Out Daily by 1:00pm**

Toiletries and towels are not provided

Electronic Key access - **\$5.00** lost key fee

### Meeting Rooms

2 rooms accommodating	25 each
5 rooms accommodating	35 each
<b>\$40.00 each per day</b>	
5 rooms accommodating	70 each
1 room accommodates	125
Chapel accommodates	720
<b>\$70.00 each per day</b>	

Use of Chapel can be included free with room rental, on an hourly basis, based on availability

Light refreshments available for a fee.  
Contact Hospitality Mgr. 815-834-4077

### Gym

**\$16.00** per hour - no equipment provided.  
Scheduled use required

### Meals

Breakfast **\$4.20** per person 8:00-9:00 am  
Lunch **\$5.70** per person 12:00-1:00 pm  
Dinner **\$7.40** per person 5:00-6:00 pm  
Beverage included with meal.

Meal prices are for “through the line” meaning guests will be served Sodexo’s planned entrée for that day with no substitutions.

### Parking

Overnight guests are asked to use the West Visitors Lot as marked

Guests attending meetings are asked to use the East Visitors Lot as marked

The Diocese is not responsible for cars left overnight

### Assistance

To reach maintenance personnel during normal business hours:

Dial “0” to reach the Front Desk

**Evenings and/or Weekends Cell**  
Call 1-815-735-1935\*

or

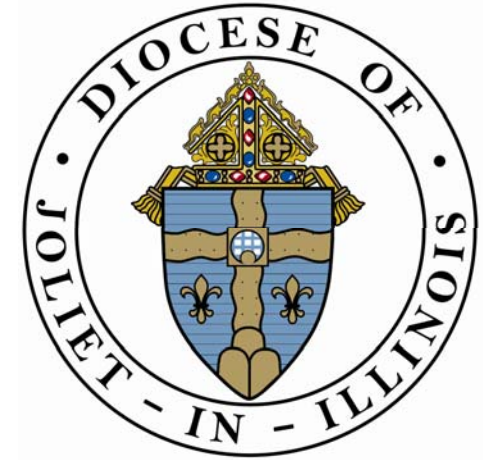
**Evenings and/or Weekends Beeper**  
Call 1-815-241-5310\*  
(\*from any in-house phone dial 9 first)

Enter the number from which you are calling, followed by # sign.  
Hang up & wait for a return call.

**In Any Emergency Dial 9+911**

**The Center does not provide  
any overnight staff**

**The Center is a smoke-free  
environment**



## **St Charles Borromeo Pastoral Center**

101 W. Airport Road  
Romeoville, IL 60446

### **IMPORTANT!**

**DO NOT USE Mapquest or GPS**  
**as directions are wrong! Use only**  
**our website directions available at**  
**[dioceseofjoliet.org/center](http://dioceseofjoliet.org/center)**

Phone 815-838-8100  
Fax 815-838-8129

[www.dioceseofjoliet.org/center](http://www.dioceseofjoliet.org/center)

## ST. CHARLES BORROMEEO PASTORAL CENTER



### CONFERENCE & RETREAT INFORMATION

“If teaching and preaching is your job, then study diligently and apply yourself to whatever is necessary for doing the job well. Be sure that you first preach by the way you live.”

St. Charles Borromeo

The purpose of the St. Charles Borromeo Pastoral Center is to serve as a welcoming, hospitable place in which members of the Diocese of Joliet may gather for liturgies, meetings, classes, conferences and other sort of assemblies. Such groups are given priority in the scheduled use of the facility.

Members of other denominations as well as members of civic organizations are welcome to use the facility when available.

To assure a warm, welcoming and hospitable atmosphere, all who use the building are asked to follow all regulations. The cooperation of all who minister in or use the building is required.

### BOOKING EVENTS

- ❖ Booking is handled through the Hospitality Manager at (815) 834-4077.
- ❖ Diocesan Agencies may schedule up to two (2) years in advance.
- ❖ Parish Groups may schedule up to eighteen (18) months in advance.
- ❖ Other groups may schedule one (1) year in advance.
- ❖ A preliminary guest count is requested at time of booking, with a final count needed *at least* 72 hours prior to the event. Billing will be based on your final count.
- ❖ Overbooking space for an event will still require full payment.
- ❖ Reservations canceled less than ten (10) days prior to the event are subject to a cancellation fee.

### SECURING SPACE

- ❖ Space will be held only once the proper paperwork is received by the Hospitality Manager.
- ❖ A Function Order must be completed for any event, as well a Chapel Usage form, if applicable. These forms can be found online at our website and can be sent via email or fax. Go to [www.dioceseofjoliet.org/center](http://www.dioceseofjoliet.org/center) for more information.

### FOOD & BEVERAGE SERVICE

- ❖ All food & beverage is provided by Sodexo Food Service, however, menu requests are handled by the Hospitality Manager (815) 834-4077.
- ❖ Special dietary needs can be addressed provided there is a ten (10) day notice.
- ❖ Assigned meal times are to be observed with all members of a group dining at the same time.
- ❖ Cancellation of meals requires a ten (10) day notice prior to the event.
- ❖ Meals are served buffet style in the cafeteria.
- ❖ Special menu catering is available at an additional charge.
- ❖ Use of caterers and any distribution of food not purchased from Sodexo Food Service must be pre-approved by the Hospitality Manager.
- ❖ Caterers must bring their own supplies and equipment. Use of kitchen facilities and serving line are not permitted.
- ❖ All prices subject to change.

*We hope that through the use of  
St Charles Borromeo Pastoral  
Center you will come away  
renewed in mind and spirit!*