
FACILITY AND SERVICE PRICES AND DETAILS

Overnight Accommodations

Two Wings Available:

North Wing – Accommodates 66 guests

South Wing – Accommodates 57 guests

Most rooms with 2 or 3 single beds

Separate leaders' suites available

Meeting room included in each wing

Private Accommodations for

Priests and Religious Brothers and Sisters

\$35.00 per person single occupancy

\$30.00 per person double occupancy

Check In: Monday – Thursday 4:00pm

Friday – Sunday 6:00pm

Check Out Daily: 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

\$30.00 each per day

5 rooms accommodating 70 each

1 room accommodates 125

Chapel accommodates 720

\$60.00 each per day

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 West Visitors Lot as marked

Guests attending meetings are asked to use 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)

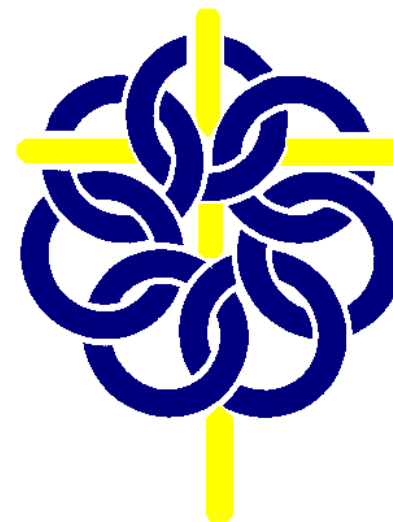
Enter the number from which you are calling, followed by # sign.

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

402 S. Independence Blvd
Romeoville, IL 60446

Phone 815-838-8100

Fax 815-838-8129

www.dioceseofjoliet.org/center

ST. CHARLES BORROMEIO 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 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!*