



Ropes @ PRC

Pallottine Renewal Center

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GROUP LEADER INFORMATION

Thank you for scheduling a course with Pallottine Retreat and Conference Center (PRC). We are looking forward to working with your group. Please carefully review your contract and the contents of this packet.

Review our policies, distribute course waivers (located in the participant packet) to your participants, and complete and return your contract, once a date has been scheduled.

Here is some important information about your course:

1. Contract: Read over your contract to make sure the details are correct. The number of participants can be added up to a week prior to your course. Please confirm changes via email. Afterwards, no changes may be made to the contacted numbers. Please sign and return your electronic contract as soon as possible to secure your date and time. All reservations are tentative until we receive the contract.

2. Payment: Once the signed contract is returned via DocuSign, an invoice will be sent and payment is due in full prior. If the group has additional guests attend the program a final invoice will be sent after the course is completed.

3. Policies: Read over the program policies. These outline our cancellation procedures and group expectations. Your signature on the contract reflects that you have read and agreed to these policies.

4: Waivers: ALL participants must complete the Release of Liability, Assumption of Risk and Indemnification agreement. Completed forms should be collected by the group leader and brought on the day of the course. Participants under 18 must have their forms signed by a parent or legal guardian. Waivers are in the Participant Packet.

5. Map and Participant Information Sheet: The map and Participant Information Sheet are great resources for your participants. They are in the Participant Packet. Make sure your participants are dressed appropriately (closed-toe shoes, loose/athletic clothes, limit jewelry) and bring water bottles. We will have water stations throughout the course for refilling your bottle throughout the day.

6. Parking: We recommend carpooling whenever possible as parking at Pallottine is limited. See Map for directions.

7. Office Hours: The PRC office is open Monday-Friday from 8 am to 5 pm. Email is the best communication method once contract is completed. ropes@pallottine.org

Thank you for your interest – we are so excited to offer this great team building, leadership development, and communication skill challenge to you.

For more information, please visit pallottinerenewal.org/ropes