



Policy and Information Sheet

Thank you for choosing to stay at Priest Field Pastoral Center! This is a profoundly peaceful and beautiful place, and we hope that all of our guests can be a part of ensuring that many future pilgrims can be inspired by it as well. For this reason, we ask that all of our guests follow some basic policies. If any of our guests has questions or concerns, please do not hesitate to contact the Guest Coordinator at priestfield@dwc.org.

Policies regarding the contact person

-The contact person for each group is asked to ensure that all guests understand the policies pertaining to the use of Priest Field. Also, it is the responsibility of the contact person to:

- To coordinate the group needs with the Guest Coordinator at Priest Field
- To give the Guest Coordinator the final number of attendees in their group one week prior to the start of the event.
- Receive and return necessary paperwork (e.g. contract) from Priest Field (all checks are payable to the Diocese of Wheeling-Charleston. Please refer to the contract for the mailing address.)

General Conduct:

- Pets are not permitted on Priest Field grounds.
- Guests are asked to be attired appropriately and modestly.
- Guests are asked to use language that is appropriate and edifying (No profanity, etc.)
- The use of tobacco is limited to the OUTDOORS at Priest Field. We ask that cigarettes be disposed of in the proper receptacles and not on the ground. Use of tobacco in the buildings is strictly prohibited and will result in a fine.

Facilities:

- The burning of candles and incense is prohibited in all rooms and buildings (except the chapels). In the chapels, only candles provided by Priest Field are permitted.
- Lights should be turned off when conference and individual rooms are not in use. Please turn off the porch light when not needed. In the lobby area outside of St. Thomas More, please turn off coffee urns.
- Because the Eucharist is reposed in Blessed Sacrament Chapel, it is to be used for prayer/worship services only. The furniture may not be rearranged.
- No meetings are to be held in either chapel or in the Reading Room, as these are public spaces.
- Please do not prop open exterior doors, as this may lead to unwanted visitors! Please see the main office to unlock doors if necessary.
- Please do not remove flowers from the grounds, so that all guests may be able to enjoy them.
- Please let the main office know if you need adjustments to the thermostat in your conference room or chapel and we would be happy to accommodate your request.
- A number of doors at Priest Field are equipped with keypad door locks. The codes are available upon arrival.

Accommodations

- Room check-in time is 4:00 PM. Checkout time is 12:00 noon.
- At check-out time, place dry linens (this includes only **sheets and pillowcases**, not the mattress pad or bedspread) inside the pillowcases; place wet towels and washcloths in the bathtubs. Please **DO NOT** place towels, linens, or trash in the hallway.
- All keys must be returned to the office at the time of checkout.

Meals

- Priest Field offers meal services with a fixed menu chosen by the Center. It is essential that the Guest Coordinator be informed prior to the group's arrival of any special dietary needs, such as serious food allergies, to accommodate individual needs. We offer a vegetarian option, but guests with more restrictive dietary issues (e.g. gluten intolerance, vegan diet) are asked to bring necessary supplemental food with them.
- Coffee and tea are available 24 hours a day in the Dining Room and in the Lower Lobby.
- Use of the dining room is limited to mealtimes. So that our staff can provide the best in service, we ask that guests are on time for meals. Unless otherwise established ahead of time, breakfast is served at 8:00 AM, lunch at 12:00 noon, dinner at 6:00 PM (6:30 PM on Fridays).
- Please place all dishes and utensils on the dining table. Place empty trays on the stands provided throughout the dining room. After meals, guests are asked to take all dishes and utensils to the kitchen window.

Communications/Internet:

- There is a guest telephone in the St. Francis Parlor located near the main offices. Some guest rooms and the cabins have telephones (please see the map). These phones are for outgoing calls only.
- Incoming calls for guests should be made to the Priest Field office at (304) 725-1435. Messages will be posted on the Guest Message Board next to the Dining Room. EMERGENCY calls will be delivered directly.
- Wifi is available throughout the Center.

Inside All Hallows Hall- The network is called "Guestnetu". The password is "Center01".

Outside All Hallows Hall- The network is called "Priestfield". No password is required.

- Should guests encounter difficulties when connecting to the internet, please let the main office know.
- There is a callbox outside the main building entrance door on the stone wall to the right as you enter the building.

Bunkhouse/Youth Group Policies (Youth under the age of 18)

We are excited to have young groups use Priest Field! However, all youth and chaperones are held to a high standard of respect and consideration. Youth groups must have at least one adult chaperone for every 8 youth in attendance. Chaperones are to accompany youth in all locations at all times. Youth are to understand that other groups, usually adult, will also be using the Center. These groups are usually here for quiet, reflective time to foster spiritual growth and renewal. All youth groups should be respectful of this. We reserve the option of asking any group to leave if adult chaperones are unable to effectively control the group's behavior. St. Benedict and Casa de los Angeles are Priest Field's dormitory facilities. They are each furnished with bunk beds in a single room with a dormitory-style bathroom in both buildings. St. Benedict has 8 beds (16 bunks), while Casa has 12 beds (24 bunks) and 2 full-size beds.

Priest Field will provide linens, blankets, pillows, and towels. Guests are welcome to bring their own linens/sleeping bags if they desire.

We ask that youth groups do not frequent All Hallows Hall (the main building) except for scheduled events. The main building is not to be used for recreation, and adult supervision is required in the building at all times.