



A spirituality ministry of the Wheaton Franciscans

## Room Terms & Agreements

A request for a room is subject to acceptance and confirmation by the Tau Center. Once accepted by Tau Center, the rental is subject to the terms and conditions set forth in this agreement, unless modified by Tau Center, and the following additional terms and conditions.

### Payments, Cancellations & Refunds

#### **Spiritual Direction, Individual Retreat, and Small Group Retreats**

- Reservations must be made online 4-7 days in advance through the Tau Center website at [www.taucenter.org](http://www.taucenter.org). Most major credit cards accepted.
- Cancellations must be received at least seven days prior to the rental date to receive a one-time, alternate rental date, subject to room/date availability. For a full refund, cancellations must be received 30 days prior to rental date.

#### **Large Retreat Room** (*Blessings Room, Sr. Rose Mary Pint Room, Jubilee Room, and Auditorium*)

- Reservations must be made 45 days in advance by calling Tau Center at 630-909-6805.
- Full payments must be made at least 30 days prior to reservation via check made payable to "Tau Center". A 50% deposit is required at time of contract signing for Jubilee Room and/or Auditorium rentals.
- Cancellations must be received 30 days prior to date for full refund.
- Proof of insurance coverage for the event may be required for groups. Individual must submit a copy of a homeowner, condo or tenants policy with a minimum of \$300,000 liability. Organizations and/or businesses shall provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 C.S.L. and naming "Tau Center and Wheaton Franciscan Sisters Corporation as additional insured". In addition, Practitioners shall provide a certificate of insurance confirming professional liability coverage of not less than \$1,000,000 CSL and naming "Tau Center and Wheaton Franciscan Sisters Corporation as additional insured".

### Practitioner Requirements (*Spiritual Direction, Healing Arts, Massage Therapy and other practices*)

- You agree to maintain on file with Tau Center an active and current copy of all applicable certifications and/or licenses, as well as liability insurance as required by Tau Center. As a practitioner working through Tau Center, you are responsible for determining and collecting all fees or charges due to you for the service you provide.
- Practitioners agree to meet their clients at the reception area and escort them to Tau Center.
- Practitioners are responsible for supplying any additional equipment or supplies beyond those included in the accommodations listed for the individual room.
- Annual contracts for practitioners may be cancelled with a 30-day notice by either Tau Center or renter.

### Additional Terms & Conditions:

1. Tau Center respects individuals of all spiritual traditions and desires to provide diverse opportunities for personal growth and spiritual development. As a spiritual ministry of the Wheaton Franciscans, it is our expectation that all presenters and practitioners will offer programs/services consistent with the Mission of the Tau Center: *In the spirit of St. Francis and St. Clare of Assisi, Tau Center provides a peaceful and reflective environment for people seeking a deeper relationship with God, self, others and all of Creation. Through the integration of body, mind and spirit, Tau Center is committed to offering diverse experiences where individuals can nourish their spirit, find companions on their journey, and connect what they discover to meaning in their life and the world around them.*



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Tau Center reserves the right to deny a request for a room for any reason including if the proposed program/services are inconsistent and incompatible with the Mission of the Wheaton Franciscans and/or Mission of Tau Center. The premises will only be used by Individual for the purpose and locations as stated in the accepted and confirmed request unless agreed upon in advance by Tau Center and Renter in writing. Such license is on a nonexclusive basis. Individual may not assign or transfer its license to any other third party without the approval by Tau Center.

2. Unless otherwise explicitly agreed in writing by Tau Center, Individual shall not represent that Tau Center or any of its affiliates or related entities in any way endorses the individual or its event, nor shall Individual be permitted to use the logos or trademarks of Licensor or any of its affiliates in its promotional materials.
3. The Wheaton Franciscan Campus (all buildings and grounds) is smoke free. Program participants/clients must refrain from smoking while on the campus. Alcohol and drug use while on the Campus is strictly prohibited. Weapons of any kind are not permitted on the Campus. Pets are prohibited on the Campus. Disruptive or offensive behavior is expressly prohibited. Minors must be accompanied by a parent or legal guardian. Individual(s) shall return the premises in a neat and orderly manner and waste shall be deposited in waste receptacles, and recyclables into recycle containers.
4. Individual agrees that the use of the Tau Center premises and permitted access to the campus shall be at Individual's sole risk and Individual waives any and all claims against Tau Center, the Wheaton Franciscans and each of their affiliates and related entities for injury or death to persons or damage to property sustained by Individual or any individual's invitees. Individual further agrees that all personal property brought by Individual or any of its invitees onto the campus is at the risk of Individual only, and neither Tau Center, the Wheaton Franciscans, nor any of their affiliates and related entities is liable for any loss, damage or theft of such personal property. Individual shall indemnify and hold harmless Tau Center, the Wheaton Franciscans and each of their affiliates and related entities from and against any and all claims, demands and actions arising out of or in connection with Individual's and/or any of its invitees' use of the Tau Center and campus and it shall defend the Wheaton Franciscans and each of their affiliates and related entities, at individual's expense, with counsel approved by Tau Center, the Wheaton Franciscans and each of their affiliates and related entities, in any claim, action or proceeding brought relative to injury or death to persons or damage to the property arising from or related to the Individual's or any of its invitees' acts or omissions and/or use of the Tau Center and campus premises.
5. Individual is responsible to make sure that any windows are closed and locked; candles extinguished; and lights are turned off if they are the last to leave the premises. Paper and trash must be disposed of appropriately by individual prior to departure. Extra labor necessitated by extraordinary clean-up or damages will be billed to the contracted renter, including any stains on the rug or upholstery.
6. Individual must agree to have all participants park in designated areas and sign in and out of the building to assure safety and security.
7. Individual agrees to use the premises and campus only in accordance with this agreement and any rules established by Tau Center from time to time.