



## DIocese OF OGDENSBURG

### Office of the Chancellor

622 WASHINGTON STREET • P.O. BOX 369 • OGDENSBURG, NEW YORK 13669  
TELEPHONE: 315-393-2920 • FAX: 1-866-314-7296 • email: jvotraw@dioogdensburg.org

January 30, 2012

Dear Friends:

The Diocese has been able to make available the Guggenheim Center to various groups throughout the year. The Guggenheim Request to Use Form and Policies can be found on our web-site [www.dioogdensburg.org](http://www.dioogdensburg.org) under Pastoral Documentation. If you would like to reserve the use of a facility at Guggenheim, please complete a **REQUEST TO USE** form. Please submit a separate form for each time you wish to use the Guggenheim Center. **No dates can be reserved without written application on the form.**

The Guggenheim Center will be open from Memorial Day Weekend through Columbus Day Weekend. However, the Diocese itself is reserving certain buildings for Summer Camp and other diocesan events for the following dates:

May 11-13	Projects and Camp Clean-Up (Dorm, Boathouse, Infirmary, Lodge)
June 8-11	Rachel's Vineyard (Lodge, Boathouse)
June 8-10	Family Guggenheim Training (Dorm)
June 18-24	Staff Training (Dorm)
June 25 - August 5	Summer Program 6 Sessions (Dorm, Boathouse, Infirmary)
August 7-20	Family Guggenheim Retreat Sessions 1 & 2 (Dorm, Infirmary, Boathouse)
August 21-22	CORE (Dorm)
October 5-8	Rachel's Vineyard Retreat (Lodge, Boathouse)
October 5-8	Family Guggenheim Session 3 (Dorm, Infirmary)

The Lodge has four bedrooms with double beds to accommodate 16 persons overnight and additional room for sleeping bags. The Dormitory can accommodate 70-80 persons. The Boathouse and Infirmary each accommodate 2-3 persons. **The Lodge is limited to use by adults.**

**Please read the rules carefully.** Make sure that the person(s) in charge of supervising your group at the Center is familiar with all rules and that the group is prepared to follow them. In making an application to use the Center, it is understood that your group agrees to observe and abide by the policies and that your supervisor(s) at the Center will implement and enforce them.

Should you have any questions about the application process or about the policies, please feel free to contact me at the above address. Wishing you Happy Camping in 2012, I remain

Sincerely yours in Christ,

Sister Jennifer Votraw, S.S.J.  
Chancellor

/ds  
Enclosure