



## DIOCESE OF SACRAMENTO

Trinity Pines Catholic Center

28000 Rollins Lake Rd + Colfax, CA 95713 + (916) 733-0135 + [www.trinitypinescatholic.org](http://www.trinitypinescatholic.org)

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Welcome to Trinity Pines Catholic Center!

We are so glad that you have decided to use our facility for your retreat. Below are a couple reminders for you while at Trinity Pines Catholic Center. Please note that a walk through with the facility director or manager will be completed upon arrival and before departure, this can take up to 20 minutes.

Your code to open the gate is \_\_\_\_\_. This code can be used by you to hold and open the gate during arrival and pick up. It will also be used to close the gate. You just simply punch in your code and then you have about 45 seconds for it to close. The gate will always open when a car drives up to it from inside the facility.

Attached is a map of the facility. You are welcome to use all the outdoor spaces including the pond, basketball courts (near the pond), and fire pit as weather allows.

Please be sure to close, but not lock, all doors as you leave. And please turn off the heating/AC when the room is not in use. Feel free to go into a space a few minutes before your group arrives to restart the heating/AC in the space. If you are using building 6 there are four separate units for the large space. Please do not run all four, but if one side of the room is too hot or cold that may be why.

In all meeting spaces tables and chairs can be placed for you. But we ask that you set them up based on your needs and ask that you take them down and return them where you found them.

If you have any issues or questions during your retreat please contact me, Jennifer Campbell, at (916)806-7352.

Thank you,

Jennifer Campbell

Director

Trinity Pines Catholic Center and Camp Pendola

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