

* CHRIST THE KING *

July 1, 2010

Dear Friends,

I have had several people asking about Christ the King's annual scheduling event. The scheduling event was held in late May, but you can still schedule space at CTK. This year's scheduling information packet (attached) includes the following forms:

1. **Room Request Notes 2010-2011** – several things have changed since last year, please take time to review the procedures and expectations.
2. **Dates to Avoid 2010-2011** – We have listed major parish events and dates that the facilities are blocked so you can schedule around them. Please keep in mind that other important events sometimes come up through the year that may take precedence over your event. We will try to notify you as soon as possible if any of these come up and conflict with your scheduled request.
3. **Cleaning Checklist for the Parish Center Gym** – These are the cleaning requirements when you use our gym. We appreciate your cooperation in adhering to these requirements and cleaning up after your group.
4. **Room Request Form 2010-2011** – please use this updated form and not the older versions of the room request form. Please email your room request forms to me no later than May 21st the annual scheduling event.
5. **Liturgical Event Information Form** – This should be filled out and returned with the Room Request form if the event is Liturgical or Sacramental (i.e. Masses, confessions, etc).

The deadline to submit all annual event scheduling room was at the end of May. But don't worry, there is still space available. Your requests will be processed as they come in.

Please note: In the past, people were encouraged to over schedule and cancel as needed. We would prefer you schedule the space you believe you need, and schedule additional events in the future if needed. We have shortened the scheduling time and have a new calendar system, making it much simpler to check for availability closer to your actual events if you do need additional space. When you have room requests later in the year, please use the attached forms and allow one week for scheduling. To cancel or change an event, please contact me by phone or email.

If you will be using the Church or Parish Center after regular business hours, you should know how to operate the safe in the Adoration Chapel lobby so that you can get the keys to lock and unlock the facilities, and you should know how to arm and disarm the alarm system. If you need to learn how to use the safe or alarm, please contact Dorothy Babcock (734.663.3731 or dbabcock@ctkcc.net) to schedule an appointment to learn how to use them. Any questions regarding locking or unlocking the facilities should be directed to Dorothy.

Finally, if you have any questions regarding scheduling, please contact me at 734.929.0975 or mcousino@ctkcc.net. May God bless you abundantly!

Sincerely,
Christ the King Catholic Church

Maureen T. Cousino, Office Administrator

Christ the King Room Request Notes 2010-2011

Thank you for requesting space at Christ the King! We are happy to have such great interest in our facilities. There is a great demand for space at the Church and Parish Center. Please expect a week for processing the room request and do not publicize your event until your request has been approved.

1. All CTK groups are expected to follow the "Cleaning Requirement Checklist." For all private rentals and some parish-sponsored events, a cleaning fee is included in your contract. Your group is still responsible for picking up litter, major messes and sweeping/vacuuming the floor.
2. If your event will take place in the Church and Parish Center, please fill out a separate form for each facility. If your event will be ongoing for several dates (for instance if you will meet once a week in the same room at the same time for 12 weeks), please be sure to indicate on the form all the dates you will be meeting. If you add more dates during the year, please complete an additional Room Request Form.
3. If you need to change or cancel a room request, please call or email Maureen.
4. A Christ the King liturgical event may take precedence over your event. On rare occasions when your event may have to be cancelled due to a CTK liturgy, the Parish Office will make every effort to give you adequate notification.
5. Room assignments are subject to change. Please check the calendar displayed at the Church and Parish Center on the day of your meeting to confirm your final location.
6. Some parish-sponsored and all private events require insurance, fees and a contract.
7. If you are the last to leave the building, you are responsible for locking up.
8. Please check out keys for locking and unlocking the buildings at the parish office during regular business hours – or make certain you know how to operate the safe in the foyer of the Adoration Chapel. Keys to the Church and Parish Center are kept in the safe. If you are a parishioner who needs a refresher in operating the safe, please contact Dorothy Babcock at 734-663-3731 at least one week before you need to operate the safe.
9. If you have questions, please contact Maureen at mcousino@ctkcc.net or 734-665-5040. You can e-mail this form to Maureen (e-mail is preferred), drop it in the mail, 4000 Ave Maria Drive, Ann Arbor, MI 48105, or fax it to 734-663-3735.

Dates to Avoid 2010-2011

General

There will be no parish events scheduled in the Church or Parish Center on civil holidays and Holy Days of Obligation.

Memorial Day, July 4 and Labor Day and Thanksgiving: Offices are closed and Masses generally are at 10 a.m. instead of the regularly scheduled time.

A Christ the King liturgical event may take precedence over your event. On rare occasions when your event may have to be cancelled due to a CTK liturgy, the Parish Office will make every effort to give you adequate notification.

Dates Father Ed will be gone: Father Ed is generally out of town for Parish Retreats and major events such as Ordinations.

2010

June 4-6: Men's Retreat.

June 13-19: Pine Hills Boys Camp.

June 25-27: Steubenville Youth Conference. Our teens will be out of town attending the conference.

July 9-11: Living in Love Retreat in the entire Parish Center, childcare in the Church

August 4 & 6: Sisters of Mary Final and First Profession Masses.

August 8-14: Pine Hills Girls Camp

August 21: Rite of Candidacy & Installation to Acolyte in Lansing. Clergy may attend.

September 2010 – May 2011

- ◆ Sunday evenings: Life Teen Mass and Life Night. Parish Center gym will be unavailable on Sundays from 3 p.m. to 11 p.m. and the Worship space will not be available from 6 to 9 p.m. due to Life Teen Mass and Activities.
- ◆ Tuesday evenings: Life Teen Prayer meeting - No events scheduled in the Church. The gym is also used from 6:30 p.m. to 8:30 p.m.
- ◆ Wednesday evenings: The entire Parish center is reserved for Religious Education classes. The Povich, Mengeling and the Worship Space are also reserved.
- ◆ First Life Teen Mass: Sept. 12, 2010
- ◆ Last Life Teen Mass: May 22, 2011

Sept. 19 -- Life Teen Road Rally Be mindful that this is an important off-campus event for teens as you are scheduling. Facilities are available.

Sept. 27-30 Diocesan Priests Convocation. Fr. Ed will be gone (no weddings).

Oct. 1-3 Diocesan Deacons Convocation.

Oct. 8-10: Women's Retreat.

Nov. 5-7: Living in Love Retreat in the entire Parish Center, childcare in the Church

Nov. 12-14: Life Teen Fall Retreat. Teens will be out of town on retreat.

November 6 & 13: Confirmation Retreat potential dates. Gym blocked. Date to be confirmed once we have a Confirmation date from the diocese.

Dates to Avoid 2010-2011

November 10, 16, 17: Potential dates for Confirmation. Church Blocked. The diocese has not confirmed the date for Confirmation.

Dec. 8: The Immaculate Conception of the Blessed Virgin Mary--Holy Day of Obligation. No events scheduled in Church or Parish Center.

Christmas Eve, Dec 24 through Jan. 2: Offices closed; no events in Church or Parish Center.

2011

Jan. 18-21: Pastors Conference in Toronto. Fr. Ed will be out of town.

March 9, 2011: Ash Wednesday. No events in the Church or Parish Center.

March 25-27: Life Teen Spring Retreat. Teens will be out of town on retreat.

April 18 – April 24: Triduum: The entire Church will be reserved for activities related to preparation for Triduum from 5 p.m. Monday, April 18 through April 24. The Parish Center office closes for the Triduum at 5 p.m. Holy Thursday, April 21.

April 21 – May 1: Easter Break No events will be scheduled in the Church or in the Parish Center. Parish Offices will be close at 5 p.m. Holy Thursday and will open at 9 a.m. Monday, May 2.

May 8: Mother's Day Remember mothers will be spending time with their families.

May 21: Diaconate Ordinations in Lansing.

May 22: Reception for Greg VandeVoorde. Gym blocked.

June 10-12: Pentecost Weekend. No events outside of the Pentecost Liturgies and/or Parish Pentecost Events will be scheduled in the Church or Parish Center from 5 p.m. Friday, June 10 through Sunday, June 12.

June 11: Priesthood Ordinations in Lansing.

June 12: Ordination Reception for Jon Perrotta. Gym blocked.

June 19: Father's Day. Remember Fathers will be spending time with their families.

June 24-26: 10th Anniversary of the Dedication of our Church. No events scheduled in Church or Parish Center.

August 2 & 4: Sisters of Mary Final and First Profession Masses. Church blocked.

Parish Center Cleaning Checklist 2010-2011

Task	<i>Check when completed</i>
Remove all food and items brought onto premises.	
Clean spills in refrigerator.	
Wash, dry, and put away all dishes, utensils, etc.	
Clear and wash all counter tops.	
Scrub sink with cleanser.	
Wash drinking fountain with window cleaner.	
Return all items to their original location.	
Place chairs in S7 storage room. DO NOT STACK MORE THAN 45 ON THE RACK.	
Place large brooms, mops and dust pan, in S8 storage room right of the stage. A small broom and dust pan is located in the kitchen area against the wall.	
Place tables in designated areas (see paragraph below).	
**Sweep gym floor and wet mop entire area used--a must during the winter months due to the salt. See detailed instructions below. Vacuum rugs. (Vacuum located in S2 janitor's closet at end of the main hallway near the restrooms)	
Sweep and wet mop kitchen floor.	
Bag and twist tie trash and take to the dumpster located outside the gym door.	
Replace all trash liners (supplies are under kitchen sink).	
Check and lock all doors.	
Turn lights off.	
Renters, drop key and check list in the drop box located near the northeast door of the gym.	

Special Notes:

- The light switch is located on the right side of the storage room across from the kitchen. Once turned on, do not turn off. Lights take a while to come up. If they are mistakenly turned off, it will take about 30 minutes for the lights to come on
- Fire pull-box and electrical box must have a 3 foot clearance all around.
- Brooms, mops and dust pans are located in the **S8** storage room right of the stage. **Do not store any items in any of the storage rooms.**
- Buckets and mops are located in the **S2** janitor's closet at the end of the main hallway.
- Cleaning supplies are located under the kitchen sink and in **S2** janitor's closet.
- Place key in drop box near the door. Place key in the slot first and it should slide right in the drop box.

Table location: When facing the stage, place the **(5) folded double picnic tables** and **all the half tables** in the **taped designated area** on the left side of the gym. **DO NOT BLOCK FIRE PULL BOX ALARMS.**

In the S7 storage room, left side of the stage place the 6' rectangular tables on table cart

In the S8 storage room, right side of the stage place 8 round tables in the rack and 2 round tables against the wall.

Chair location: All chairs should be placed in the **S7** storage room located on the left side of the stage. **Do not stack more than 45 chairs on rack.** For safety reasons, please secure chairs with a strap.

Gym Floor Cleaning Instructions: Thoroughly sweep entire floor. The bucket and mops are found in the **S2** janitor's closet located at the end of the hallway. Fill the bucket by using the hose. Measure **1 oz.** of **HDQ** per gallon of water or if using **DMQ**, **1/2 oz.** per gallon of water (the **HDQ/DMQ** is found in the **S2** janitor's closet. Wring mop thoroughly, excess water may damage the floor. When finished, empty bucket in the **S2** janitor's closet at the end of the main hallway. (Please use the baby bottle to measure.) During the winter months, use **Concept "915"** this products removes "ice melt residue." Use one pack per 5 gallons of water.

****If you paid a cleaning fee, CTK will take care of mopping the gym, kitchen, and the restrooms.**