

* CHRIST THE KING *

May 13, 2016

Dear Friends,

Christ the King's annual scheduling event for events occurring from August 1, 2016 through July 31, 2017 is coming up. You are being contacted because you are a group leader or have scheduled regular events at CTK in the past. This year's annual scheduling event information packet (attached) includes the following forms:

1. **Room Request Form 2016-2017** – 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 Wednesday, May 13th for the annual scheduling event.
2. **Room Request Notes 2016-2017** – Please take time to review the procedures and expectations.
3. **Dates to Avoid 2016-2017** – 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.
4. **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.
5. **Guidelines for Room Use** – As you enter your assigned room, “The Guidelines for Room Use” are posted on the wall. Please follow the guidelines.
6. **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 requests is **Wednesday, May 13th**. You will be notified of your room assignments by **Friday, June 10th**. Requests turned in on time will be given priority, so please be sure to submit all requests by Wednesday, May 13th.

Notes:

- In order to qualify as a parish event, at least half of the participants must be registered CTK parishioners. If fewer than half are registered parishioners, a rental agreement may be required. Please contact Dorothy (734-929-0974 or dbabcock@ctkcc.net) for more information.
- **We prefer that you schedule the space you believe you need, and schedule additional events in the future, if needed.** When you need to reserve space 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 email.
- If you will be using the Church or Parish Center after regular business hours, you must know 1) how to operate the safe in the Adoration Chapel lobby so you can obtain the keys

Christ the King Catholic Church * 4000 Ave Maria Drive, Ann Arbor, MI 48105 *
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to lock and unlock the facilities, and 2) how to arm and disarm the Church alarm system. If you need to learn how to use the safe, lock and unlock the facilities, or set the alarm, please contact Dorothy (734-929-0974 or dbabcock@ctkcc.net) to schedule an appointment.

Notes for Scheduling Homeschool Events:

For the purposes of this annual scheduling event, all room request forms for homeschool events, including the homeschool co-op, should go to Wendy Cousino (wcousinox@hotmail.com) no later than **Friday, May 6th**. Wendy will review them and submit them all together for the scheduling event. Activities scheduled later in the year can be sent to **scheduling@ctkcc.net** directly, but please be sure to copy Wendy. On all room request forms, "HEC" (Home Educators Committee) is the Group requesting space. The organizer's name and contact information (not Wendy's) should be on the form.

Finally, if you have **any** questions regarding this year's annual scheduling event, please do not hesitate to contact me. May God bless you abundantly!

Sincerely,

Hannah Ekblad
Scheduling Coordinator
Christ the King Catholic Church

Dates to be Aware of or to Avoid

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 9a.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.

2016

July 4 (Monday): Offices closed.

July 8-10 (Friday-Sunday): Steubenville Youth Conference. Teens will be out of town on retreat.

July 11-15: Vacation Bible School (Monday-Friday): The entire Church and Parish Center is reserved 8 a.m. - 1:30 p.m.

July 27 & July 29: Sisters of Mary Final and First Profession Masses (Wednesday and Friday). Church blocked until 2 pm.

August 7-13: Pine Hills Girls Camp (Sunday-Saturday).

September 2016 – May 2017

◆ **Sunday afternoons and evenings: Life Teen Life Night.**

The gym and all rooms in the Parish Center are unavailable on Sundays from 3pm-11pm.
Life Nights end 5/7/17.

◆ **Sunday evenings: Confirmation Classes.** The entire Church will be reserved.
Confirmation Classes end 5/7/17.

◆ **Second and Fourth Mondays: Fuel Middle School Prayer Meeting.** Worship Space will not be available from 6:30 to 9:30 p.m.

◆ **Tuesday evenings:** Life Teen Prayer meeting - No events scheduled in the Church.

◆ **Wednesday afternoons and evenings:** The entire Parish Center and Church is reserved for Religious Education classes starting at noon. Religious Education classes end 5/10/17.

◆ **Friday evenings: Upper Room Mass, dinner, and Praise & Worship.** Entire Church is reserved from 5p.m.-10p.m.

Sept. 11 (Sunday): LAVINRAC: Life Teen Kick-off. Entire Parish Center will be reserved.

Sept. 17 (Saturday): Servants of God's Love Final Profession Mass and Reception.

Sept. 24 (Saturday): Upper Room Volunteer Orientation. Entire Parish Center will be reserved until 3:30pm.

Oct. 2 (Sunday): Fr. Pat's 50th Anniversary of Ordination

Oct. 21-23 (Friday-Sunday) Diocesan Assembly. No events scheduled.

Nov. 1 (Tuesday): All Saint's Day. No events scheduled. Offices closed.

Nov. 11-13 (Friday-Sunday): Life Teen Fall Retreat. Teens will be out of town on retreat.

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Dates to be Aware of or to Avoid

Nov. 24-25 (Thursday and Friday): Thanksgiving Day and day after. No events scheduled. Offices closed.

Tentative: Nov. 27 (Sunday): Upper Room Healing Service. Entire Church will be reserved from 6:30pm on.

Nov. 29 (Tuesday): Fr. Ed's 30th Anniversary of Ordination.

Tentative: Dec. 3 (Saturday): Women's Retreat. Entire Church and Parish Center will be reserved.

Dec. 12-15 (Monday- Thursday): Advent Penance Services.

Dec. 26 (Monday): No events scheduled. Offices closed.

Dec. 31-Jan. 1 (Saturday-Sunday): Young Adult New Years Eve Dance. Gym and Room 4 will be reserved from 4 p.m. – 3 a.m. (Jan. 1).

2017

Jan. 2 (Monday): No events scheduled. Offices closed.

Jan. 17-20 (Monday-Friday): Pastors Conference in Toronto. Fr. Ed will be out of town.

Jan. 28 (Saturday): Saint John Bosco Dinner.

Tentative: Feb. 4 (Saturday): Men's Retreat. Entire Church and Parish Center will be reserved.

Feb. 5 (Sunday): Life Teen Super Bowl Party.

Feb. 25 (Saturday): Diocesan Men's Conference.

Mar. 1: Ash Wednesday. No events conflicting with scheduled Mass times.

Mar. 3-5 (Friday-Sunday): Life Teen Spring Retreat. Teens will be out of town on retreat.

Apr. 3-6 (Monday-Thursday): Lenten Penance Services.

Apr. 14, Good Friday and Apr. 17, Easter Monday: No events will be scheduled in the Church or in the Parish Center. Parish Offices will close at 5 p.m. Holy Thursday and will open at 9 a.m. Tuesday, April 18th.

Tentative: May 6 (Saturday): Confirmation Retreat. Gym blocked.

May 7 (Sunday): Confirmation, Life Teen, and Liturgy of the Word for Children classes end.

Tentative: May 8 (Monday): Potential date for Confirmation. Church and Gym blocked. The diocese has not yet confirmed the date for Confirmation.

May 9 (Tuesday): Baccalaureate Mass and dinner.

May 10 (Wednesday): Religious Education classes end.

Tentative: May 11 (Thursday): Potential date for Confirmation. Church and Gym blocked. The diocese has not yet confirmed the date for Confirmation.

May 14 (Sunday): Mother's Day. Remember mothers will be spending time with their families.

May 20 (Saturday): Diaconate Ordinations in Lansing.

May 29 (Monday): Memorial Day. Offices closed.

Jun. 3-4 (Saturday-Sunday): 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 2 through Sunday, June 4.

Dates to be Aware of or to Avoid

Jun. 10 (Saturday): Priesthood Ordinations in Lansing.

Jun. 18 (Sunday): Father's Day. Remember, fathers will be spending time with their families.

Jun. 18-24 (Sunday-Saturday): Pine Hills Boy's Camp

Jun. 19-22 (Monday-Thursday): Priests' Conference. Fr. Ed will be gone.

Jun. 24-25 (Saturday-Sunday): 16th Anniversary of the Dedication of our Church. No events scheduled in Church or Parish Center.

Parish Center Gym Cleaning Checklist 2016-2017

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 26 CHAIRS 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. (A vacuum is located in (S5) storage room).
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 **S5** storage room located outside the gym near Fr. Ed's office.
- Cleaning supplies are located under the kitchen sink and in the **S5** storage room.
- 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** on the left side of the gym. **DO NOT BLOCK FIRE PULL BOX ALARMS OR DOORS.** According to the fire marshal, a 3 foot clearance in all directions is a must.

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 26 chairs on rack.** For safety reasons, please secure chairs with a strap.

- **Gym Floor Cleaning Instructions:** Thoroughly sweep entire floor. The buckets and mops are found in the **S5** storage room located outside the gym near Fr. Ed's office. Fill the bucket by using the hose. Measure **2 oz. DMQ (please use the baby bottle to measure)** per gallon of water (the **DMQ** is stored on the floor in the **S5** storage room). Wring mop thoroughly, excess water may damage the floor. When finished, empty bucket in the **S5** storage room and rinse out. During the winter months, use **Concept "915"**. This products removes "ice melt residue." Use one packet per 5 gallons of water. ****If you paid a cleaning fee, CTK will take care of mopping the gym, kitchen, and the restrooms.**

GUIDELINES FOR GYM/ROOM USE

Parish Center

- 1. Use only the room that is assigned to your group.**
- Return all equipment to its proper location; return room to original condition. **DO NOT LEAN TABLES OR FOLDED CHAIRS AGAINST THE WALLS.**
- Empty waste basket/cans,
 - put in a clean bag from the bottom of the basket
 - secure the top shut; take the full bag out to the dumpster in the gym parking lot
- Wipe down counter around sink.
- Vacuum room; the vacuum cleaner/sweeper is found in each room behind the partition.
- Look for items left behind and place them in the Lost and Found located in the gym between the kitchen and storage room.
- Make sure windows are closed and locked;** turn off lights.
- Close and lock any door that was opened.**
- To report any damage or anything out of order, please call Dorothy Babcock at 929-0974 and leave a message or e-mail, dbabcock@ctkcc.net.

IF YOU ARE THE LAST ONE IN THE BUILDING

- 1. Turn OFF all lights, check all restrooms. (Some hall lights are always on for security)**
- 2. Make sure all outside doors are shut securely and locked--front doors, hallway doors, door in the room, gym doors, --PULL on doors to secure. If the hex key was used to keep the gym door (northeast corner of gym) unlocked by pressing the crash bar when entering the building, remember to use the hex key to release the handle. (The hex key is located in the fire extinguisher box or on the window sill near the door.)**
- 3. Drop key in the drop box located near the northeast door of the gym. Place key in slot first and it should slide right in.**