

Christ the King Room Request and Notes 2016-2017

Today's Date:			Revised 4-6-16
Event Name:		Group Requesting Space (if not at least 50% CTK parishioners, a rental agreement may be required)	
Would you like your event posted on the website?			
Event Date (requested):		Day of the Week:	
Time Requested (including setup/cleanup):		Type of Event:	
Actual Time of Event:		Room desired and reason, if applicable	
Number of Participants:		Will there be sales or a fee charged for this event?	
Is this a one time or a recurring event?		If this is a recurring event, please list additional dates requested:	
Is this a Liturgical or Sacramental Event?		<i>If yes, a Liturgical Use Form must be completed.</i>	
Will you be using the sound system in the Worship Space (if applicable)?		Do you have a person trained on the sound system to run it for you?	
Will your event be noisy?			
Will there be childcare, other activities, or children under the age of 18 attending this event?		<i>If yes, the Diocese of Lansing requires that the adult in charge of childcare needs to be Virtus trained. If there are children under the age of 18 attending, a Virtus trained adult must be present as well. Please list them below:</i>	
Children must be supervised by an adult at all times.			
No open flame candles		<i>All candles must be enclosed.</i>	
Will food or drinks be served?		<i>Will your event be catered? ____ If so, certificate of liability insurance is required. Please call the office.</i>	
Are you requesting permission to serve wine? This is only applicable to private events.	If yes, →	<i>Serving wine is not allowed during a CTK sponsored/endorsed event. No red punch or dark grape juice is permitted. Wine is the only alcoholic beverage allowed at a private event. If serving wine, a signed rental contract and insurance is required. _____ (initials required)</i>	
Other specific needs:		<i>Please be specific. Do you need tables, chairs, coffee pot, (TV & projector need to be signed-out) sound equipment, etc.? You are responsible for set-up and take-down.</i>	
Contact person:		<i>The contact person should be a parishioner and is responsible for unlocking and locking up, cleanup, equipment, etc. If the cleanup person is other than the contact person, please list name:</i>	
Phone Number(s):			
E-mail:			
Additional comments: (Attach additional pages if necessary)			

For Staff Use Only

Approved by:	Date:	Replied:
Additional Scheduling Comments:		

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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 allow 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” and the “Guidelines for Room Use” posted in each room. 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/vacuumping the floor. In the Parish Center, a carpet sweeper/vacuum is located in each room for your use. For your convenience and to make mopping the gym a little easier, a “mop sink” is located in the S5 storage room around the corner from the gym near Fr. Ed’s office.**
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 scheduling@ctkcc.net.
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. **Please use only the room assigned to your group—no exceptions!**
6. Some parish-sponsored and all private events require insurance, fees and a contract. Adults responsible for childcare at events at CTK are required to undergo **Virtus** training. If you are doing childcare but have not been **Virtus** trained, please contact Dcn. Lou at dcnlou@ctkcc.net or 734-929-0972.
7. If you will be using the sound system in the Church but do not have a trained sound minister for your event, please contact the office. The sound system in the Worship Space may require operation by a trained sound minister, depending on a number of factors. If it is determined that a trained sound minister is required, a stipend of \$50 should be paid directly to that individual.
8. If you are the last person to leave the Church (you will need to set the alarm) or the Parish Center, you are responsible for locking up. 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 or setting the alarm, please contact Dorothy at dbabcock@ctkcc.net or 734-929-0974 at least one week before your event.
9. If you have questions, please contact Hannah at scheduling@ctkcc.net or 734-929-0975. You can e-mail this form to scheduling@ctkcc.net (e-mail is preferred), drop it in the mail, 4000 Ave Maria Drive, Ann Arbor, MI 48105, or fax it to 734-663-3735.