



Ave Maria Catholic Parish
Diocese of Colorado Springs
9056 E. Parker Road Parker, CO 80138
303-841-3750 FAX 303-841-2412

January 4, 2016

Dear Ave Maria Parishioner:

RE: Adoration Chapel & Card Key Access Guidelines

As a member of the parish's Adoration Ministry and/or the Knight Watchmen Ministry, you have received this letter and/or email with the enclosed/attached revised guidelines for use of the Adoration Chapel and for the use of the Card Key Access system. **Please review the information in this letter and/or email and respond accordingly by January 29, 2016. Your continued use of the Card Key Access system is dependent upon your active response as Card Key Access will be deactivated on February 1, 2016 for those not responding to this letter and/or email.**

This letter and/or email contain copies of the guidelines for use of the Adoration Chapel and as well use of the Card Key Access system. The guidelines are effective as of January 2016. This letter and/or email also contain two (2) separate signature/acknowledgment pages, one for the Adoration Chapel guidelines and one for the Card Key Access system. As a member of either the Adoration Ministry and/or Knight Watchmen, you are asked to read both sets of guidelines and to acknowledge your acceptance of both by signing and returning both of the signature/acknowledgment pages to the main Church office no later than **January 29, 2016**. Please note that as of **February 1, 2016** access to the Card Key system will be deactivated for those who have not responded as requested.

Once you have returned the signature/acknowledgment forms to the main office you will also be given the new access code to the Adoration Chapel which will also be effective as of February 1, 2016.

As a parish staff, we thank you for your support and cooperation in this effort as we strive to provide a safe and secure environment for the Blessed Sacrament as well as for all those who use the Adoration Chapel.

May God continue to bless you and your family,

Ave Maria Parish Staff

