

<b>CHAPEL FACILITY RESERVATION REQUEST</b>			TODAY'S DATE
WEST GATE CHAPEL <input type="checkbox"/> SANCTUARY <input type="checkbox"/> ANNEX <input type="checkbox"/> CONFERENCE ROOM		CHAPEL CENTER (EAST GATE ) <input type="checkbox"/> SANCTUARY <input type="checkbox"/> ANNEX	
TYPE OF PROGRAM <input type="checkbox"/> CLASS <input type="checkbox"/> MEETING  <input type="checkbox"/> SACRAMENT/ RITE <input type="checkbox"/> OTHER _____		NAME OF ACTIVITY/ PROGRAM  APPROXIMATE NUMBER ATTENDING:	
NAME OF REQUESTER		REQUESTER PHONE NUMBER	
ORGANIZATION/GROUP		SPONSORING CHAPLAIN	
ENLISTED SUPPORT REQUIRED <small>Chapel Programs only</small> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES WHY?		REQUESTER EMAIL ADDRESS	
<b>NOTE: REQUESTER MUST SECURE FACILITY, TURN OFF ALL LIGHTS, CHECK FOR FIRE HAZARDS AND LOCK ALL DOORS. REQUESTER WILL BE BRIEFED ON THIS PROCESS WHEN SIGNING FORM.</b>			
EQUIPMENT REQUIRED FOR ACTIVITY <input type="checkbox"/> KEYS <input type="checkbox"/> PODIUM <input type="checkbox"/> TABLE AND CHAIRS <input type="checkbox"/> CD PLAYER  <input type="checkbox"/> VCR/ TV <input type="checkbox"/> OTHER			
<b>ONE TIME EVENTS</b>			
DATE OF EVENT:	SET-UP TIME:	TEAR-DOWN TIME:	ACTUAL START & END TIME OF EVENT IT SELF:
<b>RECURRING EVENTS</b>			
START DATE OF EVENT:		LAST DAY OF EVENT:	
DAY OF WEEK:		ACTUAL START AND END TIME OF EVENT IT SELF:	
		SET-UP TIME:	
		TEAR- DOWN TIME:	
RECURRING: <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		ADDITIONAL REMARKS:	
COORDINATION	PRINT NAME & INITIALS		DATE
SPONSORING CHAPLAIN			
ADMINISTRATIVE ASSISTANT			
WING OR DEP WING CHAPLAIN			

**CHAPEL FACILITY REQUEST USER POLICY/ RULES/ RESPONSIBILITIES**

**AFI 52-101, base directives, and policies set by the Wing Chaplain, governs the use of chapel facilities.**

**General** (Initial where indicated upon reading)

- User must possess a valid and current military ID card, (active duty, dependant, civil service, or retired).
- A facility request must be completed and approved for use and the user must receive briefing.
- Facility users will adhere to all chapel policies and rules by signing this form acknowledge the briefing.
- The chapel is not a conference facility and outside arrangements must be made for use of fax, email/LAN use, phones copier equipment, etc.
- Use of equipment, supplies, or other areas of the facility, that have not been approved, is unauthorized.
- Major faith group activities such as worship observances, rites, or religious education, have first priority for use of chapel facilities. \_\_\_\_\_ initial
- If scheduling conflict occurs, the user/POC will be notified by the facility scheduler.
- Secular (non-religious activities) cannot be conducted in the sanctuary. \_\_\_\_\_ initial
- The requester is responsible for cleaning up after completion of event. \_\_\_\_\_ initial
- The facility must be vacated on time, and secured (if applicable) by the end-time of event.
- Alcohol will not be consumed in the chapel facility, excluding sacramental elements.
- The use of candles is strictly prohibited.
- User must coordinate and revalidate for any reoccurring activities.
- **For one-time events;** If a key is issued, user is responsible for the use and security of the facility and will return the key no later than the next duty day. POC: \_\_\_\_\_ Telephone # : \_\_\_\_\_
- Failure to comply with rules governing facility usage may result in loss of privileges to use chapel facilities.
- If there are DV's (O-6 and above) attending your event, please notify the facility scheduler.
- All outside (non-faith/non-religious) activity requests will be routed through the Installation Chaplain for approval/disapproval.
- Private parties, receptions, and banquets are not permitted.
- Outside activity users will bring all of their own supplies and equipment. \_\_\_\_\_ initial

**By signing, I agree to the chapel policy and rules:**

\_\_\_\_\_

**Date:** \_\_\_\_\_