

<b>CHAPEL FACILITY REQUEST</b> PROGRAM/PROJECT INFORMATION	DATE SUBMITTED
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**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 8013  
**PURPOSE** Information is used to systematically schedule and control chapel facilities  
**ROUTINE USE:** None  
**DISCLOSURE IS VOLUNTARY:** However, chapel facilities cannot be scheduled without requested data below

PROGRAM/ACTIVITY NAME	RECURRING
	ONE-TIME
IF CHANGE, PLEASE INDICATE DATE AND TIME PREVIOUSLY SCHEDULED	CHANGE

FAITH	FACILITY	EVENT	
CATHOLIC	SANCTUARY	DATE	DAY OF WEEK
PROTESTANT	ANNEX		
JEWISH	KITCHEN	TIME BLOCK REQUESTED	START TIME OF EVENT
ECUMENICAL	CLASSROOM(S)		
OTHER	PARKING LOT	ADDITIONAL DATE	DAY OF WEEK
N/A	OTHER		
COMMENTS <i>(If additional dates/times were entered, please explain)</i>		TIME BLOCK REQUESTED	START TIME OF EVENT
		ADDITIONAL DATE	DAY OF WEEK
		TIME BLOCK REQUESTED	START TIME OF EVENT

REQUESTOR CONTACT INFORMATION		
RANK/NAME	UNIT/AFFLIATION	EMAIL
HOME PHONE	WORK PHONE	PREFERRED METHOD OF CONTACT

**FACILITY USE AGREEMENT**

By signing I acknowledge that:

- I cannot publicize or make final arrangements until the scheduler has confirmed approval of this request.
- I will work with the assigned Chaplain/Enlisted Support Staff in finalizing arrangement
- I will NOT use any equipment, supplies, or areas not specifically authorized on this form
- I will ensure the facility is clean following the activity (to include trash removal/recycling)
- I will return the facility to its original configuration displayed in Annex unless special arrangements have been made with scheduler/enlisted support staff.
- I will not enter facility before TIME BLOCK REQUESTED and will vacate the building by TIME BLOCK END.
- Prior to the activity, visiting clergy must contact the senior Chaplain for coordination and approval
- Non-compliance of this agreement may result in notification of my supervisor and/or loss of facility use for my unit/organization. **\*PLEASE NOTE: CHAPEL PROGRAMS TAKE PRECEDENCE OVER ANY SCHEDULING CONFLICTS**

SIGNATURE	DATE
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THIS SECTION IS FOR CHAPEL STAFF/SCHEDULER ONLY				
	COORDINATION	INITIALS	DATE	CONFLICT?
SCHEDULER	CHECK DATE/TIME			YES (Return to requestor)
WING CHAPLAIN/NCOIC	APPROVAL			
SCHEDULER	SCHEDULED			NO