

CHAPEL FACILITY REQUEST 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 (section A, B or C?)		
JEWISH	KITCHEN	TIME BLOCK REQUESTED	START TIME OF EVENT
ECUMENICAL	CLASSROOM(S)		
OTHER	PARKING LOT	ADDITIONAL DATE	DAY OF WEEK
N/A	OTHER		
COMMENTS (If additional dates/times were entered, please explain. If requesting annex, specify section. Also list any equipment requested.)		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/AFFILIATION	EMAIL
HOME PHONE	WORK PHONE	PREFERRED METHOD OF CONTACT

FACILITY USE AGREEMENT

By signing I acknowledge that:

- a. I cannot publicize or make final arrangements until confirmed approval of this request and any media materials.
- b. If Religious Education (RE) is involved, I have approval from the RE Chaplain prior to submitting this request.
- c. I will NOT use any equipment, supplies, storage or areas not specifically authorized on this form
- d. I will ensure the facility is clean following the activity (to include trash removal/recycling)
- e. I will return the facility to its original configuration displayed in Annex unless special arrangements have been made with facility manager.
- f. I will not enter facility before TIME BLOCK REQUESTED and will vacate the building by TIME BLOCK END.
- g. Prior to the activity, visiting clergy must contact the senior Chaplain for coordination and approval
- h. 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			NO
SCHEDULER	SCHEDULED			