

# BARKSDALE CHAPEL FACILITY REQUEST

By signing this request, I agree to uphold Chapel policies and procedures.

**Requestor/POC Name & Address:** \_\_\_\_\_ **Duty Phone #: Home/Cell Phone#:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Signature** \_\_\_\_\_

<b><u>Date Submitted:</u></b>	<b><u>Date Requested:</u></b> <b><u>Day of the Week Requested:</u></b> M T W Th F Sa _Su	<b><u>Event Time (Including set-up and tear down):</u></b> <b>FROM: TO:</b>
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<p><b><u>Type of Program:</u></b>    Worship Service    _____ Fellowship</p> <p>Choir Practice            Retirement (MPR only)            Meeting</p> <p>Training    Rehearsals            Other(specify)</p> <p>Event Title:</p> <p><b><u>Brief Description of the Event:</u></b></p>	<p><b><u>Catholic</u></b>    Protestant            Other Faith Group: _____</p> <p>Sponsoring Squadron: _____</p> <hr/> <p style="text-align: center;">One Time Event:</p> <p style="text-align: center;"><u>Yes</u> / No</p> <hr/> <p><b><u>If recurring please specify:</u></b></p> <p><b>When:</b>    M    T    W    Th    F    Sa    Su</p> <p><b>How often-</b> every or 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> Last (of each month)</p> <p><b>End Date:-</b></p>
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**Please Underline Facility Requested:**

Chapel 1 MPR/Annex             Chapel 1 Kitchen             Chapel 1 Sanctuary             Chapel 2 Sanctuary  
 Chapel 2 MPR/Annex             Chapel 2 Kitchen             Chapel 2 Classroom\_             Chapel 2 Youth Room

Please note:

<b><u>Expected Attendance:</u></b>	<b><u>Do You Need a Key Issued:</u></b>	<b><u>Is CA Support Needed (for chapel events only)</u></b>
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FOR COMPLETION BY THE CHAPEL STAFF	DATE	INITIALS
Sponsoring Chaplain	APPROVE/DISAPPROVE	
Senior Protestant Chaplain	APPROVE/DISAPPROVE	
Facility Scheduler	APPROVE/DISAPPROVE	
Wing Chaplain	APPROVE/DISAPPROVE	
Entered in Calendar	CONFIRMATION SENT	

## CHAPEL GUIDELINES

The Chapel Staff is eager to assist you and Chapel 1 and Chapel 2 have been made available to you for your convenience.

We ask that you help us by observing the following guidelines:

- 1. SECURITY:** If your event is before or after duty hours, you will be responsible for ensuring the building is secured before leaving, as well as making sure the lights have been turned off, (to include the bathrooms), windows have been closed and locked and all exterior doors have been secured.
- 2. MULTI PURPOSE ROOM (MPR):** If you are using the MPR or classrooms, please ensure the tables and chairs are returned to the way they were found. Ensure all trash cans/bags have been emptied and replaced. The dumpster located in the parking lot near the Burger King. Be sure to sweep and mop before leaving. Mops and brooms are located in the utility closet in the hallway.
- 3. KITCHEN:** If the kitchen is used, it must be cleaned to include the stove if used. Ensure all left over items have been disposed of properly. Please make sure that if your group uses any of the chapel's dishes or utensils that they are cleaned, dry and put back where you found them. If food is left for the chapel staff, be sure to date and label the item before placing it in the refrigerator. Ensure all trash cans/bags have been emptied and replaced. Be sure to sweep and mop before leaving. Mops and brooms are located in the utility closet in the hallway next to the kitchen. *(Due to limited funds, we ask that you provide your own coffee, cups and condiments for your event, as well as your own trash bags, table covering, etc. unless this is an official chapel program).*
- 4. PHONE MESSAGES:** The Chapel is not staffed to provide telephone messages for you except in an emergency. Please do not tie up the Chapel telephone lines with either long incoming or long outgoing calls (limit calls to 5 min).
- 5. SMOKING:** No smoking is permitted inside any of the Chapel facilities. If using Chapel 1, there is a designated smoking area outside the annex and next to the soda machine. If using Chapel 2, there is a designated smoking located across the hall from the kitchen and outside (*this is the side facing Burger King*). **THE BASE FIRE MARSHAL ADVISES ALL INDIVIDUALS TO BE 50 FT AWAY FROM THE BUILDING. PLEASE DO NOT SMOKE ON THE SECOND FLOOR ENTRANCE OF CHAPEL TWO.**
- 6. ALCOHOLIC BEVERAGES:** Alcoholic beverages are prohibited in all Chapel facilities.
- 7. GENERATED FUNDS:** No revenue or funds may be generated on Chapel premises with the exception of donations made to the Chapel Tithes and Offering Fund.
- 8. EXPIRATION OF REQUEST:** All Recurring Facility request will expire the following August. If you wish to renew a request for a recurring event, please do so by 1 Sept--. Any single event requests will expire after that event has taken place. **If a key is issued to you as the POC you must return it to a Chaplain Assistant at the completion of your event. If the POC changes in the duration of any recurring event you must turn the key back in to the Chapel to be reissued to the new POC.**
- 9. Please be advised that chapel function/activities can and will take precedence over non-chapel functions if the need arises. Per AFI 52-105VI.**

I agree to uphold the above guidelines I have just read. I understand if the above guidelines are not adhered to, it may result in the loss of future use of the Chapel facilities. By signing this request, I agree to uphold Chapel policies and procedures.