

REQUEST FOR USE OF CHAPEL FACILITY

Date Required By the Privacy Act of 1974 (U.S.C 552a) Revised: February 1, 2012

AUTHORITY: 51 U.S.C., Section 301

PRINCIPAL PURPOSES (s): Use of Chapel Facility

ROUTINE USES: None Authorized

DISCLOSURE: Information is voluntary; however, Chapel facility may not be made available if information is not provided

In approving this request, the sponsoring chaplain affirms that the below listed event is supported in the CMRP (Command Master Religious Program) AR 165-1 or other regulations pertaining to mission support activities and allocation of chapel resources. The sponsoring chaplain may authorize the parish coordinate and or religions education coordinator to sign on his/her behalf. Request must arrive at the Argonne Hills Chapel Center Office no later than 5 working days prior to the proper date. For those reserving the chapel for wedding use, you must schedule an appointment with the Family Life or sponsoring chaplain for the class on Marriage 101. Funerals and other command-sponsored activities may replace previously scheduled events.

Sponsoring Chaplain's Approval: _____ Date: _____

(Sponsoring Chaplain must sign before this sheet is turned in at Argonne Hills Chapel Center Office)

(PLEASE PRINT)

TURN-IN DATE of APPLICATION: _____
(DAY) (MONTH) (YEAR) (TIME) (CLERK's INITIALS)

NAME OF REQUESTER: _____

PHONE: _____
(WORK) (HOME)

Description of Event (explain in detail):

GROUP: Catholic Community: Post Chapel: _____ Chapel Center: _____ Cavalry Chapel: _____ Hispanic: _____

Cavalry Chapel Protestant: _____ Post Chapel Protestant: _____ Chapel Center Protestant Gospel: _____

Episcopal: _____ Jewish: _____ Muslim: _____ or Other Organization: _____

LOCATION OF ROOMS & CAPACITY (circle requested location)

CHAPEL CENTER Sanctuary _____ Seminar Room _____ Fellowship Hall _____ Kitchen _____

Class Room Adults _____ Class Room Children _____

MAIN POST CHAPEL Sanctuary _____ Social Hall _____ Fellowship Hall _____ Kitchen _____

CAVALRY CHAPEL Sanctuary _____ Social Hall (Back Wing) _____ Fellowship Hall _____ Kitchen _____

DATE OF SINGLE EVENT: _____

TIME OF EVENT: START TIME: _____ END TIME: _____

EQUIPMENT NEEDED: _____

FOR RECURRING EVENTS ONLY:

STARTING DATE OF EVENT _____

ENDING DATE OF EVENT _____

FREQUENCY OF EVENT _____

TIME OF EVENT: START TIME: _____ END TIME: _____

Circle the day (s) or week (s), if more than one

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1		1		1		1		1		1		1	
2		2		2		2		2		2		2	
3		3		3		3		3		3		3	
4		4		4		4		4		4		4	
5		5		5		5		5		5		5	

STAFF NOTES

Official Chaplain's Approval: _____ Date: _____

USER RESPONSIBILITIES

All chapel facilities are designated as non-smoking and alcohol free areas
Eating and drinking are reserved ONLY for the fellowship hall and seminar room areas
A responsible adult must accompany children under age 12 while in the chapel facility
The copy machine is for chapel staff use only
During regular office hours, only emergency messages will be passed on to users of chapel facilities
You are ONLY allowed to use the room (s) requested

CHILD WATCHCARE PROGRAM

Child Watchcare is provided for chapel sponsored groups and activities only (i.e., Worship, Sunday School, PWOC, etc.). Child Watchcare must be coordinated through the Chapel Watchcare Coordinator by filling out the request form and placing it in the Watchcare Coordinator's box. She will then confirm the scheduling and use of the nursery in any building. Parents must be on the premises in order to use watchcare.

Children for NON-CHAPEL GROUPS must be coordinated through the Chapel Watchcare Coordinator for use of the nursery, but actual childcare is contracted with Child Development Services. Supplemental Program Services Director or Short Term Alternate Child Care by calling (301) 677-7712. Outside groups must provide their own refreshment supplies, audio-visual equipment, diapers, wipes, cleaning supplies and all other support resources.

CLEAN UP REQUIREMENTS:

All utilized areas must clean up after use. Floors must be vacuumed or swept. Contact the NCOIC for information on location of cleaning supplies.

All trash must be removed from the building and taken out to the dumpster in the back parking lot

All rooms must be returned to the original furniture configuration. See diagram posted in each room for exact requirements.

Kitchen: If the kitchen is used, supplies and utensils must be returned to their original storage areas and the kitchen thoroughly cleansed. You are asked to bring your own towels rather than rely upon the availability of chapel resources. But if chapel towels are used, then hang them up to dry. The kitchen may be locked unless you specifically request to use it.

SECURITY: When You Are The Last In The Building!

You are required to do the following:

- Check to see that all electrical equipment is turned off (coffee pot, etc.).
- Check all doors and lock all doors.
- Check all lights, to include bathrooms, and turn them off.

Chapel activities take precedence in scheduling chapel space. Funerals and other command sponsored Activities such as religious services, may replace previously scheduled events.

Non-compliance with the above items will result in a warning to the user to take corrective actions
If non-compliance persists after warning, TERMINATION of use of the chapel facility will occur.

Requestor's Statement: I have read the above USER RESPONSIBILITIES and agree to adhere to them

Signature of Requestor: _____

Date _____

Original for the office files: Photocopy to requestor