



Best Ministry . Best Methods . Best Model

Tracking # From RESERVATION Logbook _____

Please fill out the information below no later than 3 work days prior to your desired reservation. The further in advance you request, the more likely you'll avoid scheduling conflicts. To ensure excellent support for you in the Army's busiest chapels, all activities must be reserved. **Your request is considered reserved ONLY upon email confirmation from the Centralized Reservation Office at South Post Chapel.**

Point Of Contact Information

Activity POC: _____ Cell Phone #: _____

Activity POC's Email: _____

Date: _____ Signature: _____

Name Of Chapel Being Reserved

(Check ONLY one — submit a separate Reservation Request must for each different event)

- South Post Chapel Submit 1,2,&3
- Memorial Chapel Submit 1,2,&4
- Hannam Village Chapel and/or Chapel Annex Submit 1,2,&5

- Step 1 Fill out this Cover Sheet , Page 1, and Page 2, Supervisory Approval Sheet.
- Step 2 Fill out the appropriate Chapel Page: Page 3, 4, or 5, depending on chapel
- Step 3 **Submit ONLY those 3 pages** as your Reservation Request to your Chaplain Sponsor for signature
- Step 4 **Submit ONLY those 3 pages** to South Post Chapel Reservations In-Box, making sure to LOG YOUR RESERVATION INTO THE RESERVATION LOGBOOK as noted in the text box above.

- DROP OFF YOUR RESERVATION REQUEST NLT 3 WORKING DAYS PRIOR TO YOUR DESIRED EVENT!

- You will receive a confirmation email on the status of your reservation within 3 working days (M-FRI)

- ALL "NON-RELIGIOUS ACTIVITIES" AND ANY EVENT OVER 75 PEOPLE WILL REQUIRE THE APPROVAL OF THE RELIGIOUS SUPPORT OFFICE (RSO) NCOIC

1 - Cover sheet



RES.FORM V.2

Supervisory Approvals

1 OCT 10

Sponsoring Chaplain Information

Sponsoring Chaplain: _____ Cell Phone #: _____

Congregation / Ministry: _____

Will ANY money of ANY sort, or an OFFERING, be received (Circle One)?: Yes Or No

BY SIGNING BELOW YOU ARE TAKING RESPONSIBILITY FOR THE EVENT ON PAGE 3,4, or 5 TO INCLUDE SET UP, CLEAN UP, AND SECURING ANY MONIES RECEIVED.

Date: _____ Signature: _____

OFFICE USE ONLY BELOW:

Reservations Coordinator

Decision:

_____ APPROVE

_____ DISAPPROVE Due To: _____

_____ SEND TO USAG-Y RSO NCOIC FOR NON-ROUTINE REQUEST

Signature: _____
PFC Russell A. Ludlow, Chapel Reservations Coordinator

IF REQUIRED

USAG-Yongsan Religious Support Office NCOIC

Decision:

_____ APPROVE

_____ DISAPPROVE Due To: _____

_____ SEND TO GARRISON CHAPLAIN

Signature: _____
SFC Robert F. Forbes, RSO NCOIC

IF REQUIRED

USAG-Yongsan Garrison Chaplain

Decision:

_____ APPROVE

_____ DISAPPROVE Due To: _____

Signature: _____
CH (LTC) Jeffrey D. Hawkins

2 - Supervisory Approval



South Post Chapel

Activity Information

Activity Name: _____

Organization/Congregation Name: _____

Activity Description: _____

WEDDINGS ONLY:

Company Commander Printed Name and Rank: _____

Signature: _____ Date: _____ Unit: _____

Schedule Information

Activity Start Date: _____ Activity End Date: _____

Day of Week(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Is This Event Recurring? Yes or No

If Yes, describe type of recurrence: Daily Weekly Monthly Every: _____

Setup Start Time: _____ Start Time: _____ End Time: _____

Room Information

(Circle ALL That Apply)

<u>Name of Room</u>	<u>Capacity</u>
Sanctuary	487 people
Fellowship Hall/Kitchen	144 people
Choir Room	20 people
Room # 114	30 people
Room # 115	30 people
Room # 208	33 people
Room # 209	33 people
Room # 213	42 people
Room # 214	42 people

Support / Equipment Needed

_____ Number of Attendees (approx #)

Supplies: (Indicate # Needed)

_____ # of Sheets of Paper (Copier)

_____ # of Tables (6-foot)

_____ # of Small Wipe Board / Easel

_____ # Pads of Chart Paper w/Board

A/V Equipment:

_____ # of DVD Players (Only 5)

_____ # of Projectors (Only 5)

_____ # of Computers (Only 1)

_____ # of Microphones (Only 7)

_____ Portable PA w/ 2 Mics (Only 1)

3 - South Post Chapel



Memorial Chapel

Activity Information

Activity Name: _____

Organization/Congregation Name: _____

Activity Description: _____

WEDDINGS ONLY:

Company Commander Printed Name and Rank: _____

Signature: _____ Date: _____ Unit: _____

Schedule Information

Activity Start Date: _____ Activity End Date: _____

Day of Week(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Is This Event Recurring? Yes or No

If Yes, describe type of recurrence: Daily Weekly Monthly Every: _____

Setup Start Time: _____ Start Time: _____ End Time: _____

Room Information

(Circle ALL That Apply)

Name of Room	Capacity
Sanctuary	390 people
Fellowship Hall/Kitchen	76 people
Conference Room	20 people

Support / Equipment Needed

_____ Number of Attendees (approx #)

Supplies: (Indicate # Needed)

_____ # of Sheets of Paper (Copier)

_____ # of Tables (6-foot)

_____ # of Small Wipe Board / Easel

_____ # Pads of Chart Paper w/Board

A/V Equipment:

_____ DVD Player (Only 1)

_____ Video Projector (Only 1)

_____ # of Microphones (Only 3)

_____ Portable PA w/ 2 mics (Only 1)

4 - Memorial Chapel



Hannam Village Chapel & Chapel Annex

Activity Information

Activity Name: _____

Organization/Congregation Name: _____

Activity Description: _____

WEDDINGS ONLY:

Company Commander Printed Name and Rank: _____

Signature: _____ Date: _____ Unit: _____

Schedule Information

Activity Start Date: _____ Activity End Date: _____

Day of Week(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Is This Event Recurring? Yes or No

If Yes, describe type of recurrence: Daily Weekly Monthly Every: _____

Setup Start Time: _____ Start Time: _____ End Time: _____

Room Information

(Circle ALL That Apply)

Name of Room	Capacity
Sanctuary	225 people
Fellowship Hall/Kitchen	81 people
Choir Room	19 people
Nursery Room	22 people
Chapel Annex	100 people

Support / Equipment Needed

_____ Number of Attendees (approx #)

Supplies: (Indicate # Needed)

_____ # of Sheets of Paper (Copier)

_____ # of Tables (6-foot)

_____ # of Small Wipe Board / Easel

_____ # Pads of Chart Paper w/Board

A/V Equipment:

_____ DVD Player (Only 1)

_____ Video Projector (Only 1)

_____ # of Microphones (Only 3)

_____ Portable PA w/ 2 mics (Only 1)

5 - Hannam Village Chapel



RES.FORM V.2 **USAG-Y CHAPEL CLEANUP REQUIREMENTS** 1 OCT 10

Chapel Clean Up Requirements

Attached is YOUR checklist for cleaning.

So that others will continue to enjoy the chapel, POCs are responsible for ensuring the chapel is cleaned to standard. Should this *not* occur, Chain of Command may be notified and loss of Chapel privileges may result. Once the list below is completed, POC will notify the Chaplain Assistant on duty, and the Chaplain Assistant will inspect the chapel to insure the checklist has been completed. Once the Chaplain Assistant checks all areas of usage, the POC and Chaplain Assistant will sign the checklist.

Initials Of POC & CH ASST:

POC	CH ASST	
_____	_____	Sweep & mop all areas of use
_____	_____	Empty all trash cans and place new bag in can
_____	_____	Returns tables and chairs to bins
_____	_____	Check bathrooms / flush / pick up / clean up
_____	_____	Put away all materials used
_____	_____	Put away / throw away all leftover food
_____	_____	Clean kitchen if used
_____	_____	Check and clean all common areas used
_____	_____	Check and clean stairwell
_____	_____	Check and clean foyer
_____	_____	Police Call around perimeter of chapel
_____	_____	POC & CH Asst. have checked all areas

I _____ (Event POC Printed Name),
have completed the checklist above. It has been checked by the
Chaplain Assistant on duty and all areas of use, to include common
areas, have been properly cleaned and restored to the proper setup.

_____ (Event POC Signature)

Chaplain Assistant On Duty

_____ (Printed Name),

_____ (CH ASST Signature)

Date: _____ Time: _____

6. CLEANUP ROOMS.



IMPORTANT — PLEASE READ!

USAG-Yongsan Religious Support Facilities Usage:

- USAG-Yongsan has the most vibrant and complex religious support program of any installation in the U.S. Army. Consequently, due to the full, daily, recurring slate of multiple ministries, RESERVATIONS, PARTICULARLY AT SOUTH POST CHAPEL, CAN BE DIFFICULT TO OBTAIN. YOU ARE ENCOURAGED TO SEEK RESERVATIONS AT OTHER CHAPELS (Memorial Chapel, Hannam Village Chapel, Brian Allgood Hospital Chapel, K-16 Chapel, or the Religious Retreat Center.)
- USAG-Yongsan Religious Support Facilities are used primarily for Religious Support Activities. Non-religious events require Garrison NCOIC approval, and only after the following facilities have been attempted to be reserved:
 - Balboni Training Facility (Main Post), 738-7292
 - Multi-Purpose Training Facility (South Post), 738-7908
 - Community Service Building (CSB), 738-7505
 - United Service Organization (USO), 724-7003/3301
 - USAG-Y Conference Facility, DPTMS's # 738-7908
- Priorities Of Chapel Usage Are: A. Worship Services / Weddings / Funerals, B. Other Religious Support Activities, C. Non-Religious Support Activities, only by exception when other facilities are unavailable.
- Reservations should be submitted a minimum of 3 calendar days in advance of the event. Sooner is better. Late requests MAY be granted only if no conflict of requests exists.
- A request is NOT approved / reserved until you receive a reservation CONFIRMATION via e-mail. Please allow at least 3 working days.
- All children under the age of 18 must be supervised and are not to be left unattended. If child watch is not available for children 11 and under, parents are responsible for the supervision of their children.
- Reservations will finish no later than 2045 to allow for clearing / closure of the building NLT 2100. (Exceptions may be approved by the Garrison NCOIC). By 2045, groups will finish cleaning IAW the attached checklist.
- All USAG-Yongsan Chapels are closed on Federal Holidays and all Garrison Training Holidays.

7. Chapel Usage Info



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMKO-ABY-RS

US ARMY GARRISON-YONGSAN POLICY LETTER 7-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Religious Support Facility Use

1. **REFERENCE:** AR 165-1, Chaplain Activities in the United States Army, 3 Dec 09.
2. **PURPOSE:** To establish policy, priorities, and guidelines for the use of Religious Support Facilities (chapels) in US Army Garrison-Yongsan (USAG-Yongsan). USAG-Yongsan chapels are designed as religious support facilities. Chapel facilities are for religious services and other activities related to the spiritual and moral welfare of the command.
3. **APPLICABILITY:** This policy applies to: Memorial Chapel (Yongsan Main Post), South Post Chapel (Yongsan South Post), Hannam Village Chapel, and K-16 Chapel.
4. **PROCEDURES:**
 - a. The USAG-Yongsan Garrison Chaplain has oversight, authority, and responsibility for all USAG-Yongsan religious support chapel facilities.
 - b. Chapel facility priority for use includes, but is not limited to:
 - (1) Regularly scheduled worship services (chaplain led).
 - (2) Chaplain led special worship services (Funeral/Memorial Service/Mass, etc.).
 - (3) Chaplain led religious education (Sunday School, Confraternity of Christian Doctrine (CCD), Vacation Bible School, etc.).
 - (4) Chaplain sponsored religious education events (Bible studies, etc.).
 - (5) Chaplain sponsored outreach (Protestant/Catholic Women of the Chapel, Youth of the Chapel, etc.).
 - (6) Chaplain led special events (weddings, moral leadership training, etc.).



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- (7) Distinctive Faith Group Leader (DFGL) approved and led worship services.
- (8) Other events of worship and education (including choir and wedding rehearsals, etc.).

(9) Other appropriate command/ unit activities only when the facility is not being used for a religious support activity (see paragraph 4c(3) below). South Post Chapel, in particular, is one of the Army's busiest chapel facilities, in use 7 days a week. Unit-related use of this particular chapel, due to its limited availability, and perpetual religious support requirements is discouraged.

c. The following are guidelines for use:

- (1) A Chapel Reservation Form will be utilized for all reservation requests.
- (2) Scheduling a chapel for non-religious activities will be on a space available basis and subject to the approval of the chapel Officer In Charge (OIC). Use of South Post Chapel is among the heaviest in the Army, and non-religious activities typically cannot be accommodated due to the high op-tempo of religious support activities conducted both day and night.
- (2) All potential non-religious support users must first complete the Chapel Pre-coordination Checklist (see chapel Noncommissioned Officer In Charge (NCOIC)) which ensures that the requester has attempted to schedule their event at the Balboni Training Facility (Main Post), Multi-Purpose Training Facility (South Post), Community Service Building (CSB), or at the United Service Organization (USO) prior to coming to the chapel.
- (3) All programs will end prior to 2100 (9:00 PM) unless pre-coordination and approval of the chapel OIC.
- (4) Holiday use of chapels will be on a by exception basis subject to approval by the chapel OIC.
- (5) Non-military congregations will not be allowed to schedule events in USAG-Yongsan chapels.
- (6) Resale activities will not be conducted in chapels or at chaplain sponsored events.
- (7) All events will have a chaplain sponsor |



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SUBJECT: Religious Support Facility Use

5. Chaplains and Chaplain Assistants at all levels must follow chapel Standing Operating Procedures (SOPs) and ensure that facilities are kept in the highest state of readiness to facilitate the free exercise of religion for all military personnel, Family Members, and Department of Defense Civilians.
6. POC for this policy letter is CH (LTC) Hawkins at DSN 738-3009.

WILLIAM P. HUBER
COL, USA
Commanding

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