

CHECKLIST FOR CHAPLAIN/ASSISTANT UTILIZING MAIN POST CHAPEL

To be initialed, signed, and dated by Chaplain and/or Chaplain Assistant after the completion of the ceremony. There is no charge for the use of Main Post Chapel. We ask that you and family leave the Chapel in the great condition you found it in by abiding by the checklist.

- Vacuum entire Chapel including balcony and between pews.
- Pick up all articles left in pews, straighten hymnals, etc. Make a spot check for wedding invitations placed in pew hymnals and Bibles. Look for trash on and under pews.
- Sweep and mop annex if used. **DO NOT ENTER THE NURSEY for any reason!**
- Make sure all lights are turned off in all areas of the chapel.
- Make sure trash is taken from the chapel and annex (if used) and dumped into dumpster behind the theater. Replace old bags with new ones.
- Remove and throw away all floral items.
- Ensure that ONLY dripless candles are used.** And make sure they are thrown away.
- Make sure there is no trash behind or on the altar.
- Conduct police call outside for trash, cigarette butts, etc.
- Ensure all doors are locked to the Chapel and annex (if used).
- Bring a copy of this checklist and keys to the NCOIC on Monday (if holiday on Tuesday).

(Chaplain's Printed Name and Signature) _____
(Date)

(Chaplain Assistant Printed Name and Signature) _____
(Date)

I relieve the above RST of the responsibilities for the checklist as indicated.

(MPC NCOIC Printed Name and Signature) _____
(Date)