



# Frontier Chapel Reservation Form

Today's Date: \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Size of Group/s in Classrooms \_\_\_\_\_

Name of Event: \_\_\_\_\_

Room/s Requested: \_\_\_\_\_

Unit/Organization: \_\_\_\_\_

- All requests must be submitted no less than two weeks prior to scheduled event.
- Only trained and authorized individuals may operate the sound system and multimedia equipment
- FCC Staff reserves the right to change room assignments in order to accommodate multiple simultaneous events
- Religious Events/Worship services **have priority**.
- Funerals/Memorial Services take first priority in this facility. Your event may need to be relocated/ or canceled in the event of a funeral tasking.
- Reservations are not placed on calendar until reservation sheet is approved by OIC/NCOIC.
- Person responsible for event should notify FCC staff of damage or malfunction to facility or equipment that occurs during your event.
- Ask the chaplain assistant to give you a copy of your request form.
- **Please help us be good stewards of this facility (lights off/trash out)**
- **If your area is not cleaned up we have the right to deny future use of the facility**
- **Please contact FCC 48 hours prior to your event to verify your reservation @ 442-1883 or -2701**

### Person Responsible For Scheduled Event

Rank/Grade: \_\_\_\_\_ Name: \_\_\_\_\_

Duty Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Command POC (i.e. 1SG, SGM, CMDR) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

***If building is used after 1630 hours, unit chaplain or chaplain assistant must sign for keys before 1600 on day of event and must return key by 0900 the following day.***

Sponsoring Chaplain Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED  DISAPPROVED  SIGNATURE \_\_\_\_\_