

# CHAPEL RESERVATION FORM

By filling out this form you are requesting the use of property assigned to the Installation Chaplains Office (ICO), Fort Campbell, KY. By your signature you are acknowledging that you are a self-sustaining entity who will full set up for your event and provide individuals to return the property back its original condition. Your chaplain or chaplain assistant will be responsible to sign for and return all keys at ICO.

Chapel Requested: _____	
Complete Unit Name: _____	Event Name: _____
Unit Phone Number: _____	Start Time: _____ End Time: _____
Requester's Rank and Name: _____	Date Needed: _____
Requesters Phone Number: _____	Number of Personnel Expected: _____
Personnel to Provide Clean-up Service after event:	
1. _____	2. _____
Unit 1SG AND Commander name and phones:	
1SG _____	CMDR _____
_____	_____

### AREAS REQUESTED

<input type="checkbox"/> Main Sanctuary	<input type="checkbox"/> Combined Chapel Area ( <b>By Prior Permission Only</b> )
<input type="checkbox"/> Fellowship Area	<input type="checkbox"/> Classrooms
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Baptistry
<input type="checkbox"/> Nursery ( <b>Must arrange for Child Care Workers</b> )	

The information below is required; if you fail to return the area of operation to the condition in which you found it then your Unit Ministry Team (UMT) will be held responsible. In acknowledgement of this your **Chaplain** must forward this request by email to ICO to confirm this reservation. Additionally, his signature acknowledges that either themselves or their assigned chaplain assistant will be in attendance at your event to provide UMT support to you and all individuals attending.

Sponsoring Chaplain: \_\_\_\_\_ Chaplain Assistant: \_\_\_\_\_

Sponsoring Unit: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### READ AND ACKNOWLEDGE ALL BELOW:

All religious events have priority. Religious events are defined as follows:

- |                                    |                   |                    |
|------------------------------------|-------------------|--------------------|
| Worship Services                   | Memorial Services | Reoccurring Events |
| Special/Seasonal Religious Support | Weddings          | Bible Studies      |
| Other religious related events     |                   |                    |

\_\_\_ It is understood this event can be cancelled or postponed due to any of the above occurrences. Only Memorial Services can be scheduled on an 101<sup>st</sup> Airborne Division DONSA.

\_\_\_ Event requester/coordinator has sole responsibility for set-up and tear-down of the entire event. Property will be returned to the condition in which it was found.

\_\_\_ All latrines will be cleaned and all trash will be removed from them as well as the kitchen area. All paper products used will be replaced by the unit of the requester.

\_\_\_ At no time will your event be able to do a pre-set prior to the date and time of requested event. Ensure your requested time allows for adequate time to set-up and tear down.

\_\_\_ In the event of any damage done to the property, the unit of the requester will be help responsible for the cost of clean-up and repair.

\_\_\_ Food is allowed in the kitchen and the Fellowship Hall **ONLY**.

\_\_\_ Failure to comply with the policies for use as set out by the FT Campbell Chapel Use SOP and this form will result in a loss of all privileges to use any ICO property in the future.

\_\_\_ All activities will be coordinated with the Chapel NCOIC/OIC at the time of the event. At the end the event the property will be inspected for compliance.