

CHAPEL FACILITY AGREEMENT

REQUEST FOR USE OF CHAPEL FACILITY:

- 1) I understand that:
 - a) This form is only a request. It is my responsibility to ensure the facility request is submitted in a timely manner.
 - b) I cannot publicly announce or make final arrangements for use of this facility until I have received written verification (via e-mail) that this request has been approved. This form merely reserves the space. Finalizations of all plans must be coordinated with a Chaplain.
 - c) I must have a chaplain sponsor the event.
 - d) If this event begins or ends after duty hours, I must schedule an appointment to receive the facility briefing and sign out a building key 48 Hrs. prior to the event. The key will be returned within 2 following duty days of the events completion.
 - e) ***Alcoholic beverages are strictly prohibited.***
 - f) Children must always be supervised **and not left unattended**. Children are not allowed to run throughout the building.
 - g) If this request is not for a chapel function (chapel sponsored), I will not have use of any equipment other than tables/chairs. It will be approved by Wing Chaplain as well.
 - h) I am responsible for returning the facility to its original condition.
NOTE: Please do not place anything on the walls/ceilings/pews that may cause damage. (i.e. tape, nails, tacks, etc).
 - i) I am responsible for disposing of all trash prior to vacating facility. (There is a dumpster located at the administrative parking lot.)
 - j) I will ensure that lights and all appliances used during my event are turned off prior to vacating facility during non-duty hours. All exterior entry lights will remain ON during non-duty hours.
 - k) **If use of the kitchen is required for my event, I must schedule an appointment to receive the Kitchen Food Safety brief before the event will be approved. After the event I will ensure that all kitchen items used will remain in the facility.**
 - l) **I will ensure that the facility is secured prior to vacating facility during non-duty hours. (This includes all interior/exterior doors) I will also check all doors regardless if I opened them or not.**
 - m) I will vacate the facility no later than the end of the time reserved and not come in earlier than the reserved time.
 - n) Chapel sponsored activities may take precedence for use of chapel facility. (***NOTE: A member of the chapel staff will notify you of any changes.***)
 - o) Any changes to this request will be re-coordinated with a new facility request.
 - p) If my scheduled event is canceled, I will notify the chapel as soon as possible.
 - q) I agree that any damage to the facility during my scheduled event is my responsibility and will fix or replace the damaged area.
 - r) I understand that there is to be **NO receptions, socials, or gatherings** to be held in the Chapel Facility following a wedding ceremony.
 - s) ***I am in full understanding that if I do not adhere to the above requirements, future request for use of the facility will be denied.***

*****By submitting a Facility Request e-mail you are agreeing to the above requirements*****